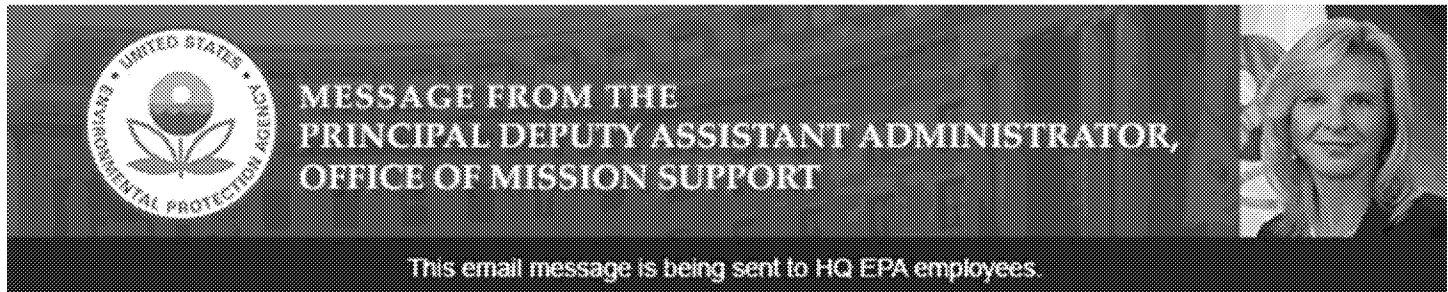


Message

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**From:** MassMailer [massmailer@epa.gov]  
**Sent:** 7/9/2020 9:46:09 PM  
**To:** MassMailer [massmailer@epa.gov]  
**Subject:** Headquarters Office Operations Update



Colleagues,

Administrator Wheeler has emphasized that our plan for a phased return to our offices is both measured and deliberate to minimize risk to your health. Our plan provides for a "rolling reopening," so each facility will proceed through the phases after a thorough review of health information that comprises the gating criteria outlined in the [Opening Up America Again Guidance](#), while keeping in mind any city, state, or county requirements as well.

During the review of 14-day trend data this week for the National Capital Region (i.e., Headquarters), our Agency experts determined that the gating criteria to enter Phase 2 were not met. Therefore, the Administrator decided to extend Phase 1 and will reevaluate the public health data next week. While we are considering other data as well as the posture of state and local governments when making phasing decisions, [Washington, DC](#), and [Maryland](#) are currently in Phase 2, while [Virginia](#) proceeded into Phase 3 on July 1st-in this case we believed it was warranted to delay moving to Phase 2.

Since the National Capital Region will remain in Phase 1, maximum telework remains available to all employees and will continue to offer the expanded work hours and workweek flexibilities for those on a Maxiflex or Flexitour schedule.

As a reminder, the Office of Research and Development updates the data weekly by Thursday, and you can review the data and trends on the Agency [dashboard](#) for additional information. (To access the dashboard, select "Your ArcGIS organization's URL" and enter "EPA" in the box for "Your ArcGIS organization's URL," click continue, select EPA Enterprise and login with your EPA credentials.)

Your health and safety are our top priority, and we will continue to keep you updated on the status of our locations. Stay safe and be well.

Best,  
Donna J. Vizian

**From:** MassMailer [massmailer@epa.gov]  
**Sent:** 7/13/2020 3:52:44 PM  
**To:** MassMailer [massmailer@epa.gov]  
**Subject:** Links Added: Update on EPA Facility Reopening Dashboard Webinars



**This message was sent out in last week's internal newsletter. This has been updated with information on how to access the webinars.**

Several weeks ago, EPA launched the [Facility Status Dashboard](#) ([read instructions](#) on how to log into the tool), which provides key information to the Administrator on whether EPA facilities and commuting areas meet reopening criteria. This tool continues to be adjusted to improve its functionality and data sources. The most recent dashboard iteration:

- Uses only green and red to represent the facility status of meeting or not meeting the criteria.
- Features a search function in the upper right of the dashboard. This function allows you to search for facilities by offices, region, or by city and state. You can also search data results from previous weeks.
- Facility Phases are now included in the dashboard. With each Phase change, the criteria information highlighted within the boxes adjust to show information requirement to meet phase criteria.
- While the dashboard updates weekly, it now incorporates daily, county-level data for all criteria (rather than state level).

The Office of Research and Development is offering the following webinars to demo the changes:

July 13; [11 a.m. \(EDT\)](#) and [3 p.m. \(EDT\)](#)

July 14; [11 a.m. \(EDT\)](#) and [3 p.m. \(EDT\)](#)

***Note: If you are having trouble accessing the webinar using Google Chrome, try using Microsoft Edge or Internet Explorer instead. You can also open the webinar using the Teams Windows app.***

Message

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**From:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Sent:** 6/19/2020 12:51:30 PM  
**To:** OMS-ARM-Office Directors [OMS-ARM-Office\_Directors@epa.gov]; OMS-ARM-Deputy ODs [OMS-ARM-Deputy\_ODs@epa.gov]  
**CC:** Vizian, Donna [Vizian.Donna@epa.gov]; Noga, Vaughn [Noga.Vaughn@EPA.GOV]; Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]; Braxton, Marilyn [Braxton.Marilyn@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]  
**Subject:** FW: Office Operations Update  
**Attachments:** Gating Criteria 6-19.PNG

FYI

Lynnann Hitchens  
Acting Deputy Assistant Administrator for  
Administration and Resources Management  
Office of Mission Support  
US EPA  
P: 202-564-3184

Ex. 6 Personal Privacy (PP)

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**From:** Caro, Vique <Caro.Vique@epa.gov>  
**Sent:** Friday, June 19, 2020 8:48 AM  
**To:** CI-ALL <CI-ALL@EPA.GOV>  
**Subject:** Office Operations Update

**FROM:** Vique Caro, Director OARM-Cincinnati

Colleagues,

Administrator Wheeler has emphasized that our plan for a phased return to our offices is both measured and deliberate to minimize risk to your health. Our plan provides for a "rolling reopening," so each facility will proceed through the phases after a thorough review of health information that comprises the gating criteria outlined in the [Opening Up America Again Guidance](#), while keeping in mind any city, state, or county requirements as well.

During the review of trend data this week for the Cincinnati locations, our Agency experts determined that the gating criteria to enter Phase I were not met and are in fact now trending upwards. Please see the attached charts demonstrating this trend upward. Because of this, it has been decided that we should extend our closure period until next week when we will decide if we should move into Phase 1. While we are considering other data and the posture of state and local governments when making phasing decisions, in this case we believed it was warranted to delay moving to Phase 1.

EPA space remains closed to ensure that any possible virus in those facilities is rendered inactive prior to employees' return. Any spaces that need to be accessed during the extended closure will be cleaned and disinfected before entering Phase 1. We will be following our own [guidance](#) on cleaning and disinfecting, which we developed with the Centers for Disease Control and Prevention (CDC), throughout this process. Please contact your supervisor should access to a facility during the extended closure needs to be requested. Access must be approved in advance.

Your health and safety are our top priority, and we will continue to keep you updated on the status of our locations.

Thank you.

Vique Caro  
Office Director  
Office of Administration and Resources Management Cincinnati  
US Environmental Protection Agency





# EPA Facility Status Dashboard

About

Home

Criteria I

Criteria II

Criteria III

Last updated: 06/17/2020

## EPA Facilities

- Facility is not meeting all criteria
- Facility is meeting all criteria over the previous 7 days
- Facility is meeting all criteria over the previous 14 days

### Region 8 Headquarters

1695 Wynkoop Street  
Denver, CO 80202-0000

### Region 9 Headquarters

75 Hawthorne Street  
San Francisco, CA 94105-3920

### Region 10 Headquarters

1200 Sixth Avenue  
Seattle, WA 98101-3186

### RTP Main Campus

109 TW Alexander Drive  
Durham, NC 27711-0000

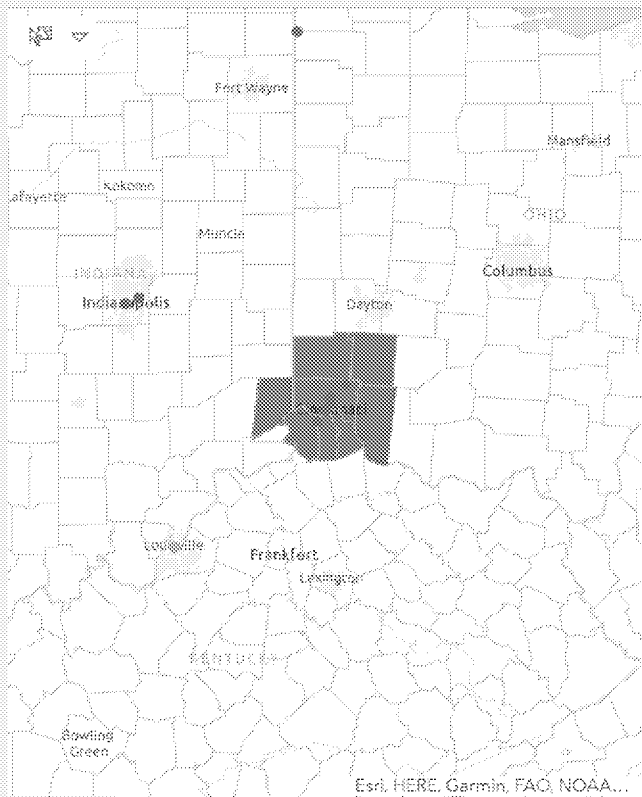
### Cincinnati Main Campus

26 Martin Luther King Drive West  
Cincinnati, OH 45269-0000

### OAR - Lab - Ann Arbor MI

2565 Plymouth Road  
Ann Arbor, MI 48105-0000

### ORD - Lab - Edison NJ



## Criteria I

Downward trajectory of influenza and COVID-like illness (ILI / CLI) symptoms within 14-day period

**Goal I-a:** Number of reported weekly new ILI symptoms averaged over the states that intersect the commuting area trends down over a 4-week period

## Criteria II

Documented COVID-19 cases and prevalence of positive tests must trend downward for 14 days (while not decreasing the overall number of tests)

**Goal II-a:** Number of reported daily new cases in the commuting area trends down over a 14-day period

AND

## Criteria III

Local hospitals must have the capacity to treat all patients without crisis care and jurisdictions must have a robust healthcare worker testing program and plan in place

**Goal III-a:** ICU bed capacity for all hospitals in the commuting area is greater than 20%

### Goal I-a

Statewide ILI Symptoms are trending down or there is minimal ILI activity

### Goal I-b

tbd

### Goal II-a

New COVID-19 cases are not trending down over the previous 14 days

### Goal II-b

tbd

### Goal II-c

Incidence over last 14 days  
**55.1**  
cases per 100,000 people

### Goal III-a

ICU Capacity Remaining  
**50.7%**

### Goal III-b

Percent of COVID-19 tests that are positive  
**8.1%**

Message

**From:** Message from the Administrator [messagefromtheadadministrator@epa.gov]  
**Sent:** 6/19/2020 12:29:52 AM  
**To:** Message from the Administrator [messagefromtheadadministrator@epa.gov]  
**Subject:** Protective Measures in the Workplace



Colleagues,

For 50 years, the EPA has been committed to protecting human health and the environment. Now as we all adjust our lives during the current COVID-19 situation, and gradually prepare locations to return to the office, I want to assure you that we are taking every measure to ensure that we maintain a healthy work environment. As we move forward with reopening various locations, we are carefully monitoring the impacts of COVID-19, just like you, and are working to protect your health and wellbeing.

After consultation with HQ and regional leadership and based on our assessment of the gating criteria, a review of the local conditions, and the reopening status of the states and cities, Region 2 and Ann Arbor, MI, along with several smaller facilities will begin the reopening process. Effective on close of business Monday, June 22, these offices will be closing for all employees, except for those engaged in mission-critical work, in order to enter the seven-day closure. Per the CDC, the virus that causes COVID-19 has not been shown to survive on surfaces for longer than seven days. Therefore, in accordance with the [cleaning guidance developed by EPA and CDC](#), we close our office buildings for seven days prior to possibly moving into Phase 1 of reopening a location. This closure will render the virus inactive.

For all of our locations, we are taking additional precautionary measures-such as the seven-day closure-to ensure a safe and healthy return to EPA facilities. Our facility managers across the Agency meet on a regular basis to address any issues or concerns. For example, we are ensuring the safety of our buildings' water systems and devices after a prolonged closure by following [CDC Guidance for Building Water Systems](#) as well as our own EPA guidance on [Maintaining or Restoring Water Quality in Buildings with Low or No Use](#). We are also working with the General Services Administration to ensure that our buildings are properly maintained by following CDC's [guidance](#) on optimum engineering controls for the building ventilation systems.

Many federal facilities remained operational during the shutdown, and our building engineers and support staff have continued operations of the building systems. I would like to thank our facility managers across EPA whose diligent work helps ensure a safe return to EPA facilities. Specific actions being taken include:

- Cleaning air handlers;
- Changing HVAC filters;
- Continuing to run the HVAC system;
- Running and/or flushing water systems;
- Maintaining pest management inspections and services; and

- Cleaning frequently touched surfaces including elevator buttons, doorknobs/handles, handrails, light switches, countertops, restrooms, and water fountains.

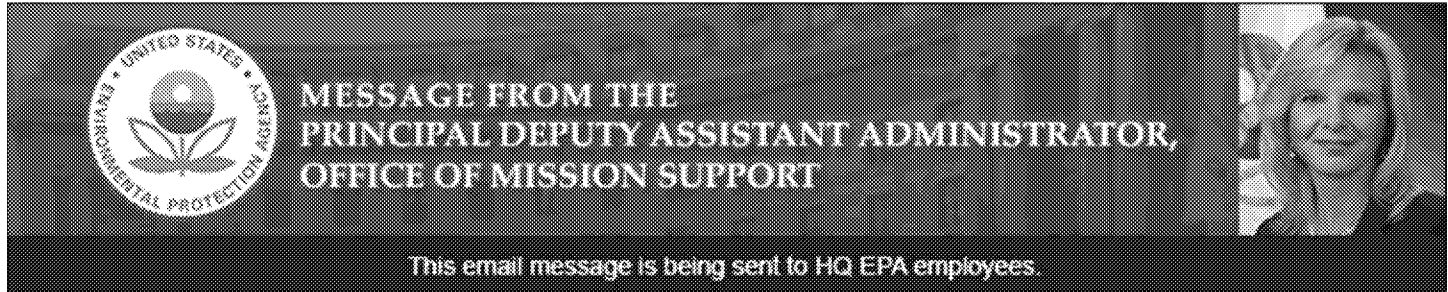
Once we reopen, we will remain committed to keeping our facilities properly cleaned and sanitized. Safety recommendations can and will likely change in accordance with the CDC recommendations as well as local guidance.

Finally, as a reminder, we are minimizing risk to employees during our gradual reopening by continuing to encourage telework during Phase 1 and Phase 2. Employees with dependent care issues will continue to have access to enhanced work hours and workdays.

We are all in this together and adapting together. I encourage you all to stay safe. I am thinking about you and look forward to when we are back together again.

Andrew Wheeler  
Administrator

**From:** MassMailer [massmailer@epa.gov]  
**Sent:** 6/18/2020 11:21:47 PM  
**To:** MassMailer [massmailer@epa.gov]  
**Subject:** Headquarters Office Operations Update – Phase 1 Begins Tuesday, June 23rd  
**Attachments:** HQ-Dashboard-home\_06-17-2020.PNG; HQ-Dashboard-CII\_06-17-2020.PNG



Colleagues,

On June 11, 2020, I announced the office closure beginning on June 15, 2020 and our plans to bring employees back to the workplace in the National Capitol Region. Review of the data today showed that the National Capital Region (i.e., headquarters) continues to meet the gating criteria (see the attached charts). Also, Washington, DC, Virginia and Maryland have all gradually progressed in their plans to reopen – with both Maryland and the majority of Virginia moving into Phase 2 on June 5th, and with DC currently in Phase 1 with plans to enter Phase 2 shortly.

**Therefore, on Tuesday, June 23, 2020, the WJ Clinton Buildings (North, South, East and West), Ronald Reagan Building, and Potomac Yard Building will reopen, and we will enter Phase 1 of our workplace return plan.**

Our decision to enter Phase 1 is based on a combination of factors including: 1) an objective assessment, provided weekly by Agency experts in the Office of Research and Development, on the status of each gating criteria in the commuting area surrounding our facility locations; 2) city, state and county reopening; 3) other local conditions; and 4) the Agency's top commitment to provide a safe and healthy workplace.

We will remain in Phase 1 for a minimum of two weeks. We will continue to monitor the gating criteria and actions by state and local governments to determine if we should proceed into the next phase. In two weeks, we will decide whether to move forward to Phase 2 or stay in Phase 1.

Facilities will be open and employees have the option to return to the office. However, we continue to encourage all employees to use unscheduled telework and will continue to offer the expanded work hours and workweek flexibilities for those on Maxiflex or Flexitour schedules. For those of you who go into the office, please self-screen by reviewing the self-assessment questionnaire, and do not enter the building if you answer yes to any of the listed questions.

Additionally, for travel during the phased return to workplaces, offices should follow OCFO's June 5, 2020, "Travel Guidelines During the Phased Return to Workplaces" memorandum, which provides examples of items for consideration as travel determinations are made. Consolidated agency guidance for inspections and field work ("EPA COVID-19 Health and Safety Guidelines for Field Activities") will be issued in June and should be used for those activities.

Please refer to the [HQ Return to Workplace Plan](#) for detailed information on what to expect as we move through the gating phases.

The Agency will continue to adjust and update its guidance based on CDC recommendations as well as local guidance. We will provide you with more information as it becomes available. I also encourage you to keep checking the [COVID-19 intranet site](#) for links to resources and helpful tips for employees.

As always, thank you for your commitment to our mission. Stay safe.

Best,  
Donna J. Vizian



## EPA Facility Status Dashboard

[About](#)[Home](#)[Criteria I](#)[Criteria II](#)[Criteria III](#)

Last updated: 06/17/2020

### EPA Facilities

- COVID-19 cases are not trending down
- COVID-19 cases are trending down over the previous 7 days
- COVID-19 cases are trending down over the previous 14 days OR incidence rate is below 10 per 100,000 people over the previous 14 days

**Headquarters**  
1200 Pennsylvania Ave., NW  
Washington, DC 20004-2403

**Region 1 Headquarters**  
90 Devonshire St.  
Boston, MA 02111-0000

**Region 2 Headquarters**  
290 Broadway  
New York City, NY 10007-1566

**Region 3 Headquarters**  
1650 Arch Street  
Philadelphia, PA 19103-2029

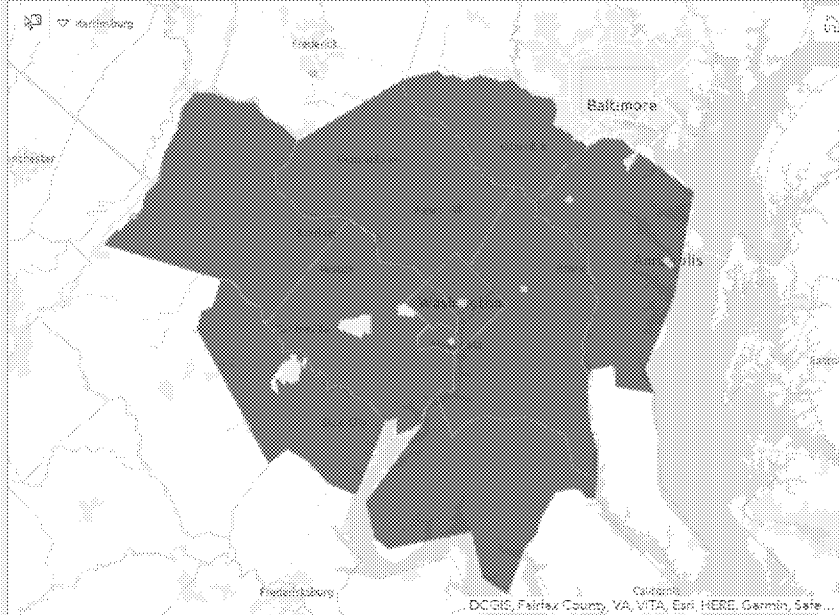
**Region 4 Headquarters**  
61 Forsyth Street SW  
Atlanta, GA 30303-8960

**Region 5 Headquarters**  
77 West Jackson Boulevard  
Chicago, IL 60604-3511

**Region 6 Headquarters**  
1201 Elm Street  
Dallas, TX 75270-0000

**Region 7 Headquarters**  
11001 Renner Blvd  
Lenexa, KS 66219

**Region 8 Headquarters**



Population

3,460,513

Confirmed COVID-19 Cases  
(all cases)

32,874

COVID-19 Incidence Rate  
(previous 14 days)

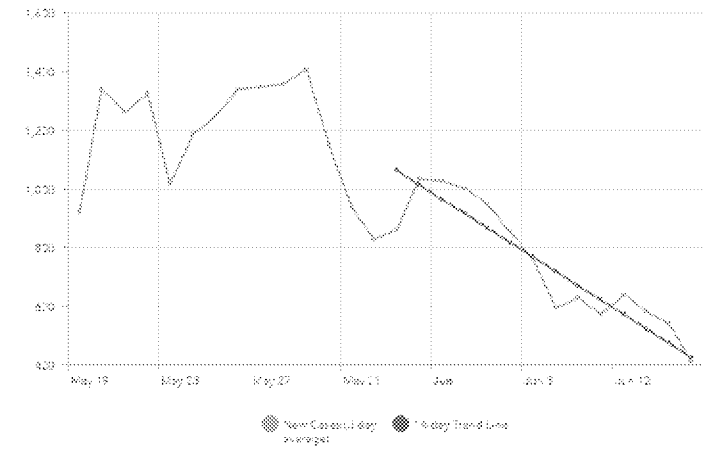
86.4

cases per 100,000 people

### Criteria II

Documented COVID-19 cases and prevalence of positive tests must trend downward for 14 days (while not decreasing the overall number of tests).

#### Daily New Covid-19 Cases (previous 28 days)



See About Tab for how trend was determined

14 Day Trend

New COVID-19 cases are trending down  
over the previous 14 days

Goal: Downward trend for 14 days

14 Day Trend

This trend is not  
statistically significant

p-value = 0.1294



## EPA Facility Status Dashboard

[About](#)[Home](#)[Criteria I](#)[Criteria II](#)[Criteria III](#)

Last updated: 06/17/2020

### EPA Facilities

- Facility is not meeting all criteria
- Facility is meeting all criteria over the previous 7 days
- Facility is meeting all criteria over the previous 14 days

**Headquarters DC**  
1200 Pennsylvania Ave., NW  
Washington, DC 20004-2403

**Region 1 Headquarters**  
90 Devonshire St.  
Boston, MA 02111-0000

**Region 2 Headquarters**  
290 Broadway  
New York City, NY 10007-1865

**Region 3 Headquarters**  
1650 Arch Street  
Philadelphia, PA 19103-2029

**Region 4 Headquarters**  
61 Forsyth Street SW  
Atlanta, GA 30303-8960

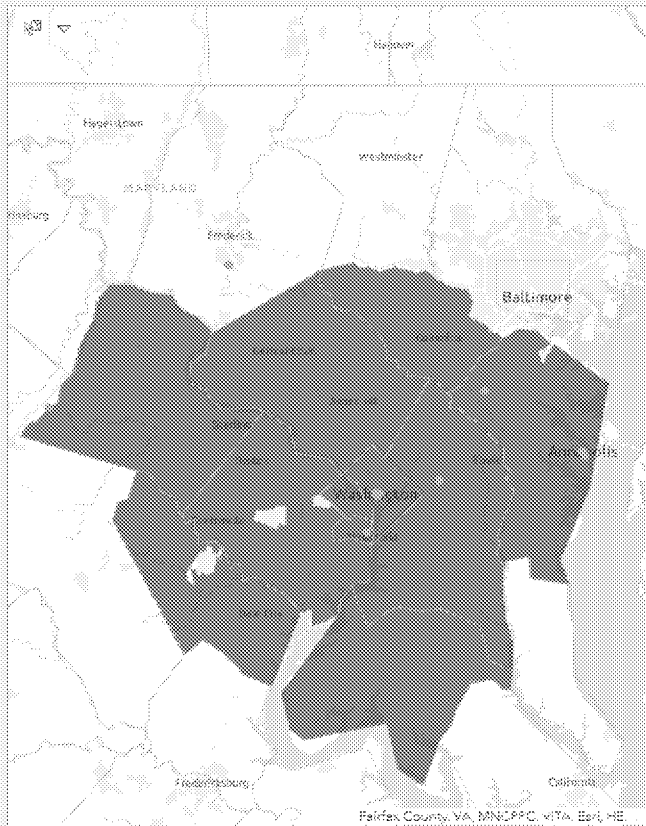
**Region 5 Headquarters**  
77 West Jackson Boulevard  
Chicago, IL 60604-3811

**Region 6 Headquarters**  
1201 Elm Street  
Dallas, TX 75270-0000

**Region 7 Headquarters**  
11201 Renner Blvd  
Lenexa, KS 66219

**Region 8 Headquarters**  
1695 Wynkoop Street  
Denver, CO 80202-0000

**Region 9 Headquarters**



### Criteria I

Downward trajectory of influenza and COVID-like illnesses (ILI / CLI) symptoms within 14-day period

Goal I-a: Number of reported weekly new ILI symptoms averaged over the states that intersect the commuting area trends down over a 4-week period

AND

Goal I-b: Number of reported weekly new CLI symptoms averaged over the states that intersect the commuting area trends down over a 4-week period

### Criteria II

Documented COVID-19 cases and prevalence of positive tests must trend downward for 14 days (while not decreasing the overall number of tests)

Goal II-a: Number of reported daily new cases in the commuting area trends down over a 14-day period

AND

Goal II-b: Number of reported positive tests in the commuting area trends down over a 14-day period

OR

Goal II-c: Incidence over the previous 14 days is less than 10 cases per 100,000 people

### Criteria III

Local hospitals must have the capacity to treat all patients without crisis care and jurisdictions must have a robust healthcare worker testing program and plan in place

Goal III-a: ICU bed capacity for all hospitals in the commuting area is greater than 20%

AND

Goal III-b: Percent of positive tests averaged over the states that intersect the commuting area is below 20%

### Goal I-a

Statewide ILI Symptoms are trending down or there is minimal ILI activity

### Goal I-b

tbd

### Goal II-a

New COVID-19 cases are trending down over the previous 14 days

### Goal II-b

tbd

### Goal II-c

Incidence over last 14 days

164.3

cases per 100,000 people

### Goal III-a

ICU Capacity Remaining

30.4%

### Goal III-b

Percent of COVID-19 tests that are positive

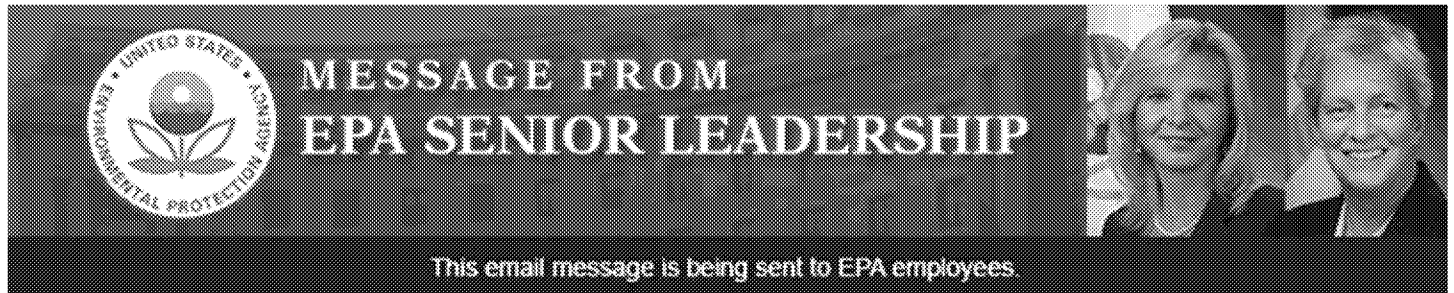
14.8%

## Message

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**From:** MassMailer [massmailer@epa.gov]  
**Sent:** 6/12/2020 7:26:40 PM  
**To:** MassMailer [massmailer@epa.gov]  
**Subject:** Message from Senior Leadership

**Flag:** Flag for follow up



Colleagues,

As mentioned in Administrator Wheeler's June 11, 2020 [mass mailer](#), EPA scientific experts in the Office of Research and Development have developed the EPA Facility Status [Dashboard](#) to aid in facility reopening decisions. The Dashboard provides information on the status of each gating criterion in the commuting area surrounding our facility locations.

The dashboard is a dynamic and systematic tool that presents at-a-glance views of the gating criteria. It contains maps, graphs, and statistical breakouts for facilities and their surrounding commuting locations. It analyzes data from the CDC, the Johns Hopkins University Coronavirus Resource Center and other sources to help identify trends that can help inform reopening decisions. We are pleased to provide all employees with access to this tool.

Using color coding to represent how identified trends are aligning with the three criteria, the status of each facility is updated each Thursday. The gating criteria include:

- Criterion I: Downward trajectory of influenza-like illnesses (ILI) and COVID-like illnesses (CLI), consistent over the course of 14 consecutive days.
- Criterion II: Downward trajectory of documented COVID-19 cases or percent of positive tests trending downward for 14 consecutive days, while not decreasing the overall number of tests. (Percent of positive tests will be added to the dashboard when the data becomes available.)
- Criterion III: Local hospitals must have the capacity to treat all patients without crisis care and jurisdictions must have a robust healthcare worker testing program and plan in place.

Color Coding:

- Green = Location has met all criteria for 14 days
- Yellow = Location has met criteria I and III for 14 days and criterion II for 7 days
- Red = Location has not sufficiently met any criteria.

While the dashboard is a highly specialized tool to assist with decisions, it is not the only information considered. EPA leadership will make decisions to reopen an Agency facility based on the dashboard data, an evaluation of location conditions, and state and local orders. Once a facility is slated for reopening, it will be



closed for 7 days in accordance with the EPA/CDC joint [guidance](#) on cleaning and disinfecting to ensure that any potential virus is rendered inactive. After the 7 day period, each facility will be reassessed on the gating criteria before it moves into Phase 1.

Considering the dynamic COVID-19 situation, the look and functionality of the dashboard may change as more or new data become available and as further guidance is published by CDC. We also welcome feedback from EPA staff. To view a video demonstration of the dashboard, visit [EPA Facility Status Dashboard Video](#). To access the [dashboard](#) select "Enterprise login" and enter "EPA" in the box for "Your ArcGIS organization's URL", click continue, select EPA Enterprise and login with your EPA credentials. For first time users, please use your LAN ID and password rather than PIV. Contact [geoservices@epa.gov](mailto:geoservices@epa.gov) for assistance.

We encourage you to keep checking the [EPA COVID-19 intranet page](#) for links to resources and other helpful information for employees.

Please be extra careful to keep yourself and your loved ones safe, using the power you have as individuals to help slow the spread of virus.

As we work through all of this together, EPA senior leadership continues to appreciate everyone's continued dedication and good work.

Jennifer Orme-Zavaleta  
EPA Science Advisor  
Principal Deputy Assistant Administrator for Science  
Office of Research and Development

Donna Vizian  
Principal Deputy Assistant Administrator  
Office of Mission Support

**From:** Message from the Administrator [messagefromtheadadministrator@epa.gov]  
**Sent:** 6/1/2020 9:36:04 PM  
**To:** Message from the Administrator [messagefromtheadadministrator@epa.gov]  
**Subject:** Update Message from Administrator Wheeler



## MESSAGE FROM THE ADMINISTRATOR

This email message is being sent to EPA employees.

Colleagues,

I hope that everyone continues to stay safe and healthy - the well-being of you and your families remains my highest priority. This is a difficult time for our agency and for our Nation and I am sure your stresses and concerns, like mine, have only been amplified by recent events and episodes of unrest around the country. One thing is certain, EPA remains committed to continuing our work to protect human health and the environment, doing our part to make a brighter tomorrow for future generations of all Americans. It is critically important to that endeavor.

I want you to know that providing a safe and healthy workplace is my top commitment. We have developed our plan for [America Again Guidance](#), which provides a broad outline of the phases all federal agencies must go through before returning to full facilities. This includes laying out "gating criteria" based on three sets of metrics: symptoms, tested cases, and hospital capacity. We are using this guidance to develop our own plan for EPA. Much important information related to EPA operations during the COVID-19 pandemic is available [on the EPA Intranet site](#) and I would encourage you to go to that site and read through the many resources. It is updated regularly with new information.

As you know, on May 21, 2020, I announced that Regions 4, 7, and 10 would close for seven days to ensure that all facilities would be rendered inactive prior to employees' return. Any spaces that needed to be accessed during the closure were disinfected before entering Phase 1. Last week, I was in Region 4 as they entered Phase 1. Regions 7 and 10 also entered Phase 1 this week.

Today, Regions 1, 6 and 8, along with several smaller facilities, will close for the 7-day period to assure any virus is contained and rendered inactive. We will be following [our own guidance on cleaning and disinfecting](#), which we developed with the Centers for Disease Control and Prevention (CDC) throughout this process.

Our Agency experts in the Office of Research and Development (ORD) have been assisting us in providing objectivity on the status of each gating criteria in the commuting area surrounding our facility locations. These ORD scientific professionals are providing guidance on the gating criteria and pull information from the Department of Health and Human Services, U.S. Centers for Disease Control and Prevention, Hopkins University, and other expert sources to assess the criteria on symptoms, cases, and hospital capacity. We are also providing guidance that state and local public health officials are providing in each location before making any decisions regarding staying or moving in between phases.

I want to reemphasize that our plan for a phased return to our offices is both measured and deliberate to minimize risk. Our plan provides for a "rolling reopening," so each facility will enter Phase 1 after two thorough reviews of health information and gathering criteria while keeping in mind any City, State, or County requirements as well.

Once a facility enters any phasing period, we will stay in that phasing period for a minimum of two weeks. Once we begin, we will continue to monitor local data and actions by state and local governments to determine if we should proceed into the next phase, move forward, stay in a specific phase for a longer period than two weeks, or we can move backward. The phases are designed so that we move forward safely and responsibly.

In Phase 1, no employee is required or expected to return to the office, but they have the option of doing so if they choose. Employees can still leverage the expanded work schedules and essential travel can begin again. Another important feature is that maximum telework is available to all staff through Phase 2.

We will also provide ongoing flexibility to those with dependent care issues. Guidance on the intranet provides information on schedule flexibilities and travel and will be updated as we move through the phases.

I encourage you to keep checking the [EPA COVID-19 intranet page](#) for links to resources and other helpful information. The resources on this site include:

- [Return to the Workplace Employee Information](#)
- [Employee Self-Assessment Questionnaire](#)
- [Contact Tracing and Employee Notification Guidance](#)
- [Facility Management Checklist](#)

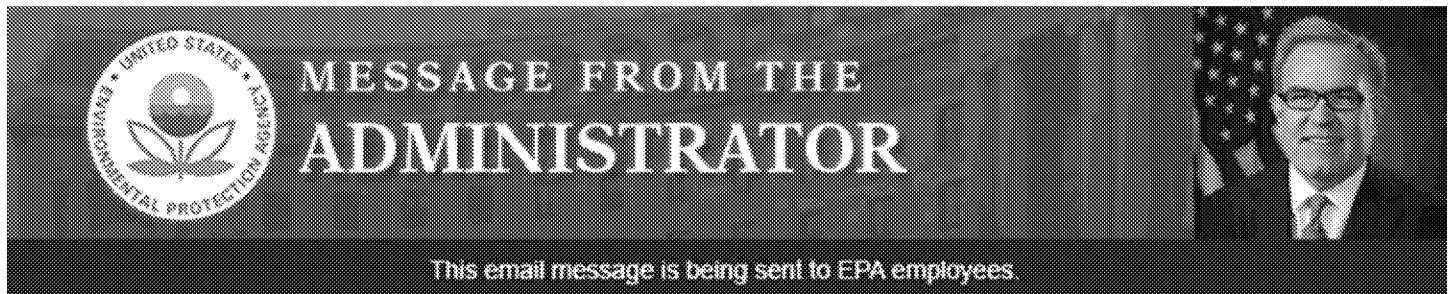
As we work through all of this together, I continue to appreciate everyone's continued dedication and good work. You are an important asset, and I continue to believe you all represent the best and brightest in government.

Please continue to be good to yourselves - in due time we need you back at work healthy and strong.

Andrew Wheeler  
Administrator

Message

**From:** Message from the Administrator [messagefromtheadadministrator@epa.gov]  
**Sent:** 6/12/2020 12:02:41 AM  
**To:** Message from the Administrator [messagefromtheadadministrator@epa.gov]  
**Subject:** Operations Update: Return to the Workplace



Colleagues,

I want to update all of you on the status of reopening our facilities across the country and answer some common questions that have been raised with me at different all hands meetings. In particular there have been questions about what happens when the Agency enters Phase 3 of reopening. In order to avoid any confusion, I want to share with the entire Agency additional insight into Phase 3 and speak to some of the other concerns you have shared.

First, after consultation with HQ and regional leadership and based on our assessment of the gating criteria, a review of the local conditions and the reopening status of the states and cities, Region 3, Region 5, Cincinnati, and the National Capital Region will begin the reopening process. As a first step, effective close of business on Monday, June 15, 2020, these offices will be closing for all employees, except for those engaged in mission-critical work, in order to enter the seven-day closure according to the [cleaning guidance developed by EPA and CDC](#). If after the seven day closure these offices move into Phase 1 we will continue to strongly encourage employees to telework.

As a reminder, the Agency is following the phased approach for reopening in the [Guidelines of Opening up America Again](#). These Guidelines include gating criteria to consider as we make decisions about entering the initial phase and moving through the phases. The gating criteria were developed by OMB and OPM and provide objective measures for agencies to consider when making decisions about reopening facilities. I have asked ORD to take the lead in reviewing the gating criteria and they have accessed data from HHS and Johns Hopkins University to help us make decisions.

We are using the gating criteria in conjunction with guidance from the surrounding state and local governments before making phasing decisions. A single factor does not drive the decision to move into a phase or between phases. Before entering Phase 1 and moving into Phase 2, I consider progression in the data along with the posture of state and local governments. Before a facility can enter Phase 3 all gating criteria must be met and there can be no state or local restrictions preventing us from reopening our facility. We do not want employees to return too early, but it is also not appropriate to commence the phasing process only after every indicator is fully satisfied.

Because the gating criteria is tied to public health metrics, we will not consider issues such as the availability of mass transit or dependent care issues when moving into a phase or between phases. However, those issues will be managed within each phase.

In Phase 1 and Phase 2 mass transit should not be a problem because employees are still encouraged to telework. Also, in the first two phases employees with dependent care issues will continue to have access to enhanced work hours and workdays.

Most questions I have received at all-hands meetings concern what happens when the Agency enters Phase 3. In this Phase the Agency expects that employees will be returning to the workplace because all gating criteria have been met and there are no state or local prohibitions preventing our return.

Specifically, employees have raised concerns that accessing the office may be difficult because of mass transit limitations or that dependent care is not available or affordable. I understand these concerns and want to definitively say we will work with employees to address these challenges.

Once an Agency office or facility enters Phase 3, we will use the necessary flexibility to address issues such as dependent care. I want to assure you that if you have a dependent relying on you and alternative care cannot be arranged for, we will make unscheduled telework available to you along with expanded work hours and workdays. You will not have to choose between your responsibilities at home and your job. In Phase 3 employees should work with their immediate supervisor if they are facing these issues.

In Phase 3 we will also consider the availability of mass transit and extend unscheduled telework for offices if mass transit during normal operating hours is significantly impaired. I know that for many of our offices mass transit can be the major, if not the sole, source of transportation for employees. If there are ongoing interruptions of service which materially impact the ability of employees to travel to work, we will adjust including allowing for enhanced telework.

Finally, employees that the CDC identifies as being at high risk for severe illness from COVID-19, pregnant women, or those with household members in this populations will be provided workplace flexibility in Phase 3. Employees in this category should work with their supervisors on workplace flexibilities such as teleworking on a case-by-case basis.

In the chart below we provide more information on these issues along with links. If you have questions, please contact your supervisor or HR.

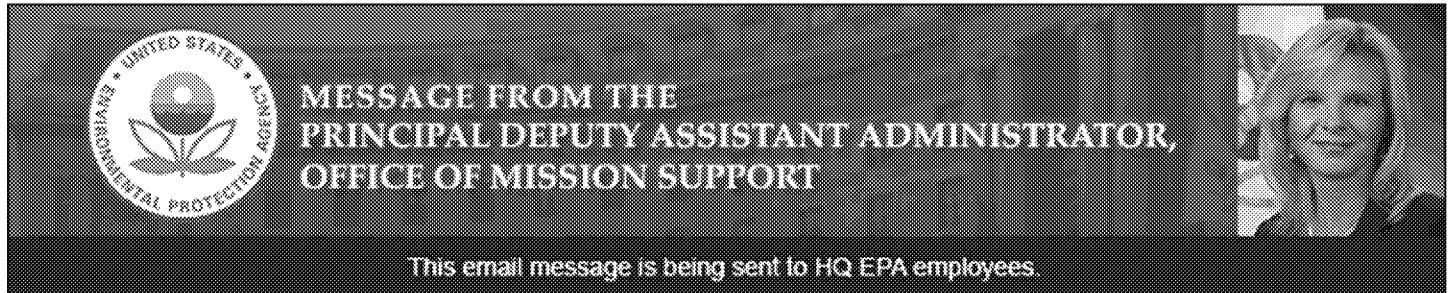
Mass Transit	If mass transit is deemed to impact the return, workforce flexibilities such as expanded use of telework will be considered to mitigate the impact. More information on using public transportation during the COVID-19 pandemic is available at the CDC webpage, <u><a href="#">Protect Yourself When Using Transportation</a></u> .
Vulnerable Populations	Employees who the <u>CDC identifies as being at high risk for severe illness from COVID-19</u> , pregnant women, those who have household members that are part of these populations, should continue physical distancing protocols and other mitigating measures once in the office. Supervisors may also approve other workplace flexibilities, on a situational basis, for these individuals in order to achieve social distancing.
People with Dependent Care Issues	Supervisors may allow situational telework for employees whose normal childcare and dependent care arrangements continue to be affected by COVID-19. This flexibility will end once normal school and dependent care arrangements resume.

I have witnessed the significant measures you have taken to protect human health and the environment throughout this pandemic. Your creativity and dedication to addressing this challenge is remarkable and I remain grateful for your service.

The information outlined above is intended to support you and your families during our efforts to safely reoccupy our facilities. Senior leadership will continue to provide information as it becomes available. Please also continue to check the FAQs on the [COVID-19 Intranet site](#).

Andrew Wheeler  
Administrator

**From:** MassMailer [massmailer@epa.gov]  
**Sent:** 6/11/2020 11:52:35 PM  
**To:** MassMailer [massmailer@epa.gov]  
**Subject:** Headquarters Office Operations and Return to the Workplace Guidance  
**Attachments:** Return to the Workplace\_HQ Plan\_6-11-2020.pdf; Headquarters\_Washington\_DC\_06\_10\_2020.pdf



Colleagues,

As indicated in the Administrator's message on [June 1, 2020](#), the Agency's plan to safely return to the office considers scientific data, state and local orders, and an evaluation of site-specific conditions. With communities expected to recover at different speeds, location-specific conditions are the driving decisions to ensure people are reoccupying our offices in a way that is safe while having the appropriate protective measures in place. I want to reiterate that our plan is to continue robust usage of unscheduled telework as we transition back to supporting in-office operations.

As mentioned in Administrator Wheeler's [mass mailer](#), our Agency experts in the Office of Research and Development (ORD) have been providing information on the status of each gating criterion in the commuting area surrounding our facility locations each week. The review of 14-day trend data this week showed that the National Capitol Region is meeting the gating criteria (see the attached chart demonstrating this trend downward). Also, as of Friday, May 29, 2020, [Washington, DC](#), lifted its stay-at-home order, and [Virginia](#) and [Maryland](#) have gradually progressed in their plans to reopen their states-moving into Phase 1 (for the Northern Virginia Region) and Phase 2, respectively. Therefore, the National Capital Region (i.e., headquarters) is moving forward to begin its plan to bring employees back to our offices at the Federal Triangle Complex, Ronald Reagan Building, and Potomac Yard Building according to the information outlined in the [EPA Return to the Workplace](#) document.

Our phased return to normal operations will happen gradually, beginning with a 7-day closure effective close of business on Monday, June 15, 2020. This closure, as outlined in the [EPA/CDC Cleaning and Disinfection Guidance](#), will render the virus inactive; and once we reopen, we will remain committed to keeping our facilities properly cleaned and sanitized. We are also working with GSA to ensure that our buildings are maintained by following CDC's guidance on optimum engineering controls for the building ventilation systems and [CDC Guidance for Building Water Systems](#).

I want to provide you with information on what to expect as we move through the gating phases. We are instituting new procedures outlined below during the first two phases as we slowly return to the office. We are undertaking these measures in order to safeguard and prioritize the well-being of our employees. We believe that instituting CDC-recommended [social distancing](#) protocols, continuing to leverage telework and work schedule flexibilities, and tightly controlling access to EPA space will better protect our health and safety while ensuring that we are able to continue performing the important work of the Agency.

The Agency will continue to adjust and update its guidance, as appropriate, based on CDC recommendations as well as local guidance. Guidance on the new day-to-day procedures that will be in effect during Phase 1 and Phase 2 is provided below, as well as in the attached [HQ plan](#). This information will be updated as more detailed information becomes available. I also encourage you to keep checking the [EPA COVID-19 page](#) for links to resources and helpful tips for employees.

Maintaining the health and safety of our workforce while fulfilling our mission responsibilities is our top priority. We understand you may have questions about reopening. We will share more information as it becomes available. In the meantime, please talk to your supervisor if you have questions about your circumstances.

Thank you for your continued dedication to our mission. Stay safe and be well.

<b>Telework and Work Schedule Flexibilities</b>	<p><b>Phase 1</b> - We encourage all employees to use unscheduled telework and will continue to offer the expanded work hours and workweek flexibilities for those on Maxiflex or Flexitour schedules. Facilities will be open, and employees have the option to return to the workplace. Employees who the CDC identifies as being at <a href="#">higher risk</a> for severe illness from COVID-19 or pregnant women and those with household members in that population should continue to telework.</p> <p><b>Phase 2</b> - We will continue to encourage all employees to use unscheduled telework, notifying their supervisor if they choose to do so. Facilities will be open, and employees have the option to return to the workplace. Employees who the CDC identifies as being at <a href="#">higher risk</a> for severe illness from COVID-19, pregnant women, and those living with members that are part of these vulnerable populations should continue to telework. The expanded work hours and workweek flexibilities will continue to be available to those with dependent care issues and on a Maxiflex or Flexitour schedule. All other employees must return to normal work schedules.</p>
<b>Building Access</b>	<p>During Phase 1 and 2, facilities will be open, and employees have the option to return to the workplace. We ask that each employee who goes into the office self-screen by reviewing the <a href="#">self-assessment questionnaire</a> prior to leaving their residence, and to not enter the building if they answer yes to any of the listed questions. The following restrictions for entry and exit, along with security modifications will apply at Headquarters buildings:</p> <ul style="list-style-type: none"><li>• Entry and exit locations will be designated, and signage and markings on the floor will be posted in order to maximize social distancing.</li><li>• EPA entry security screening locations will include the main entrances of each of the four WJ Clinton Buildings (North, South, East and West), RRB entrance on the side with the turnstiles, and the main entrance of PY.</li><li>• Exit locations will include WJ Clinton West employee entrance/exit (opposite RRB), East employee entrance/exit (under the arch), the WJ Clinton courtyard entrances/exits, the WJ Clinton Pennsylvania Avenue entrance/exit, and RRB on the side opposite the turnstiles. The main entrance of PY will be marked with signage to create distinct entrance and exit areas.</li></ul>



- The center turnstiles will be closed at the four WJC main lobby locations to promote social distancing.
- In the event of an emergency, all building entrances and exits will be open and accessible for an exit.
- Plexiglass partitions are being procured and placed in front of all guard desks and screening entry points.
- Federal Protective Service Security Officers will follow the District of Columbia's Executive Order for returning to the workplace regarding wearing cloth face coverings. EPA employee IDs will not be touched upon entry at any HQ location and FPS Security Officers will not ask employees to remove cloth face coverings.
- Signage will be posted at all entry points to remind employees and visitors about the employee self-assessment tool before presenting identification and proceeding through security screening.

<b>Local Orders (face coverings)</b>	<p>The Mayor of the District of Columbia has issued an <u>Order</u> requiring face coverings when in public, and <u>Virginia guidance</u> also requires face coverings where social distancing cannot be maintained. Therefore, face coverings must be worn when inside the WJ Clinton Buildings (North, South, East and West), RRB and PY where social distancing cannot be maintained. Employees must continue to wear a face covering when in a common area inside the building (e.g., pantries, restrooms, hallways, etc.). Those seeking services (e.g., badging, IT services) must wear a face covering at the time of service regardless of local or state orders. A cloth face covering is not required when an employee is working alone in a private office; however, a cloth face covering or mask may be required when an employee is seated at their cubicle or workstation, if social distancing cannot be maintained due to the workstation location. We will notify you if the local order changes.</p>
<b>Social Distancing</b>	<p><u>Social distancing</u> guidelines will be implemented and maintained between people throughout the facility. Employees should not congregate in these areas, including but not limited to:</p> <ul style="list-style-type: none"> <li>▪ Entry and exit doors</li> <li>▪ Lobbies and foyers</li> <li>▪ Elevators and stairwells</li> <li>▪ Hallways and corridors</li> <li>▪ Restrooms</li> <li>▪ Pantries, kitchen and break areas</li> <li>▪ Photocopy and printer areas</li> <li>▪ Open floor environments (e.g., labs, warehouses, etc.)</li> </ul> <p>Signage will be posted to notify staff of occupant limit, seating restrictions, or other restrictions throughout the facility. <b>Meeting Rooms:</b> Employees should use virtual meetings when possible. For in-person meetings, rooms will be labeled with a maximum capacity and used in accordance with social distancing best practices.</p>
<b>Visitor Access to Buildings</b>	<p><b>Phase 1</b> - Facilities will be closed to visitors.</p>

**Phase 2** - Facilities are open to visitors for mission-essential work purposes only.

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**Work Travel**

**Phase 1** - Travel will be limited to essential travel. If an employee is required to travel to ensure compliance with environmental laws and regulations that, if not otherwise done, could result in a detrimental impact to public health and the environment. Travel must be approved by the Senior Resource Official, or designee, prior to entering the travel authorization into Concur.

**Phase 2** - Nonessential travel may resume with evaluation of state and local restrictions and requirements. As with all travel requests, supervisory approval is required.

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**Contact  
Tracing**

Throughout all Phases, the Agency will utilize its guidance to notify and trace when an employee has tested positive for COVID-19.

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# EPA Facility Status Dashboard

About

Home

Criteria I

Criteria II

Criteria III

Last updated: 06/10/2020

## EPA Facilities

- Facility is not meeting all criteria
- Facility is meeting all criteria over the previous 7 days
- Facility is meeting all criteria over the previous 14 days

### Headquarters

1200 Pennsylvania Ave., NW  
Washington, DC 20004-2403

### Region 1 Headquarters

90 Devonshire St.  
Boston, MA 02121-0000

### Region 2 Headquarters

290 Broadway  
New York City, NY 10007-1866

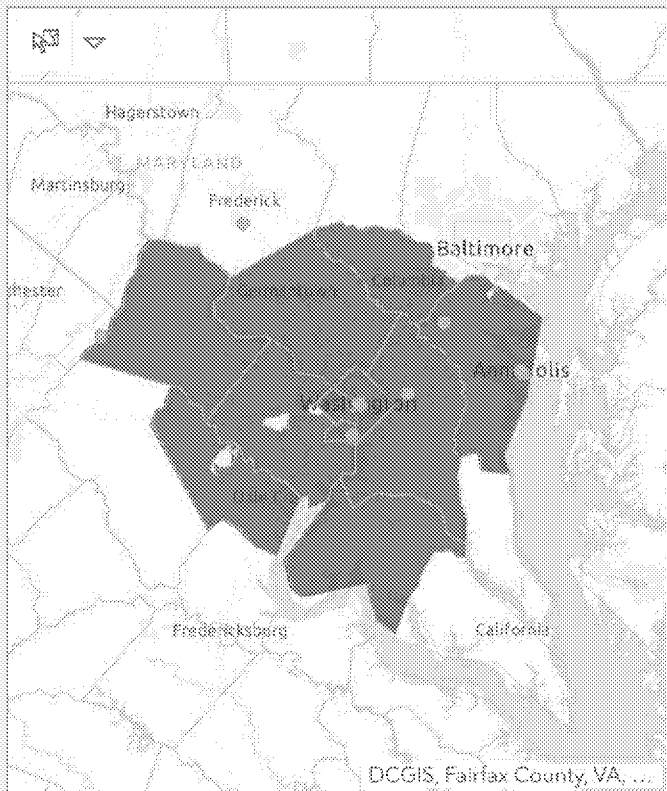
### Region 3 Headquarters

1650 Arch Street  
Philadelphia, PA 19103-2029

### Region 4 Headquarters

61 Forsyth Street SW  
Atlanta, GA 30303-8960

Last update: 2 hours ago



## Criteria I

Downward trajectory of influenza and COVID-like illness (ILI / CLI) symptoms within 14-day period

Goal I-a: Number of reported weekly new ILI symptoms averaged over the states that

## Criteria II

Documented COVID-19 cases and prevalence of positive tests must trend downward for 14 days (while not decreasing the overall number of tests

Goal II-a: Number of reported daily new cases in the commuting area trends down

## Criteria III

Local hospitals must have the capacity to treat all patients without crisis care and jurisdictions must have a robust healthcare worker testing program and plan in place

Goal III-a: ICU bed capacity for all hospitals in

Goal I-a  
Statewide ILI Symptoms are trending down or there is minimal ILI activity  
Last update: 2 hours ago

Goal I-b  
tbd

Goal II-a  
New COVID-19 cases are trending down over the previous 14 days

Goal II-b  
tbd

Goal II-c  
Incidence over last 14 days  
232.3  
cases per 100,000 people

Goal III-a  
ICU Capacity Remaining  
43.5%

Goal III-b  
Percent of COVID-19 tests that are positive  
16.3%



# EPA Facility Status Dashboard

[About](#)[Home](#)[Criteria I](#)[Criteria II](#)[Criteria III](#)

Last updated: 06/10/2020

## EPA Facilities

- ILI Symptoms are not trending down
- ILI symptoms are trending down **OR** there is minimal ILI activity

### Headquarters

1200 Pennsylvania Ave., NW  
Washington, DC 20004-2403

### Region 1 Headquarters

90 Devonshire St.  
Boston, MA 02121-0000

### Region 2 Headquarters

290 Broadway  
New York City, NY 10007-1866

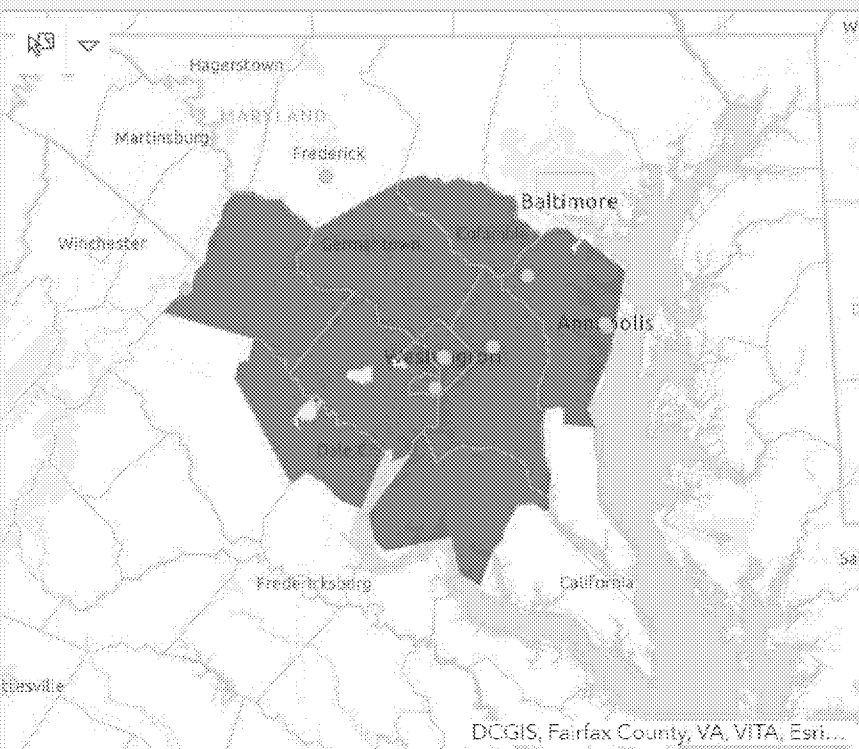
### Region 3 Headquarters

1650 Arch Street  
Philadelphia, PA 19103-2029

### Region 4 Headquarters

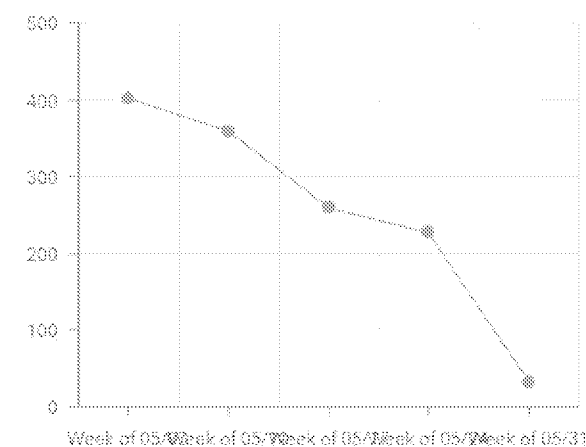
61 Forsyth Street SW  
Atlanta, GA 30303-8960

activity.



Downward trajectory of ILI and COVID-like symptoms within 14-day period

## Weekly ILI Data (State)



Statewide ILI Symptoms are trending down  
or there is minimal ILI activity

Goal: Downward trend for 14 consecutive days



# EPA Facility Status Dashboard

[About](#)[Home](#)[Criteria I](#)[Criteria II](#)[Criteria III](#)

Last updated: 06/10/2020

## EPA Facilities

- COVID-19 cases are not trending down
- COVID-19 cases are trending down over the previous 7 days
- COVID-19 cases are trending

### Headquarters

1200 Pennsylvania Ave., NW  
Washington, DC 20004-2403

### Region 1 Headquarters

90 Devonshire St.  
Boston, MA 02121-0000

### Region 2 Headquarters

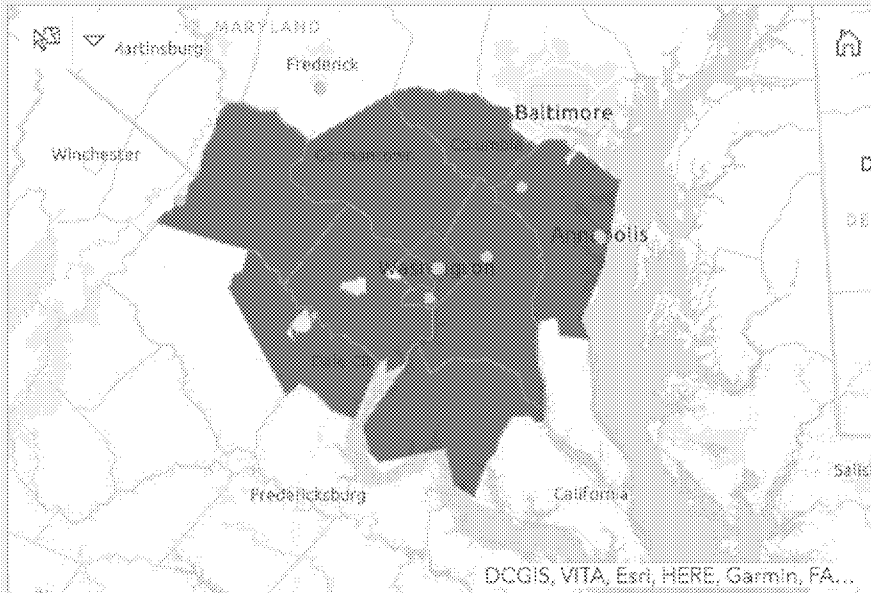
290 Broadway  
New York City, NY 10007-1866

### Region 3 Headquarters

1650 Arch Street  
Philadelphia, PA 19103-2029

### Region 4 Headquarters

61 Forsyth Street SW  
Atlanta, GA 30303-8960



Population

5,567,188

Confirmed COVID-19

65,303

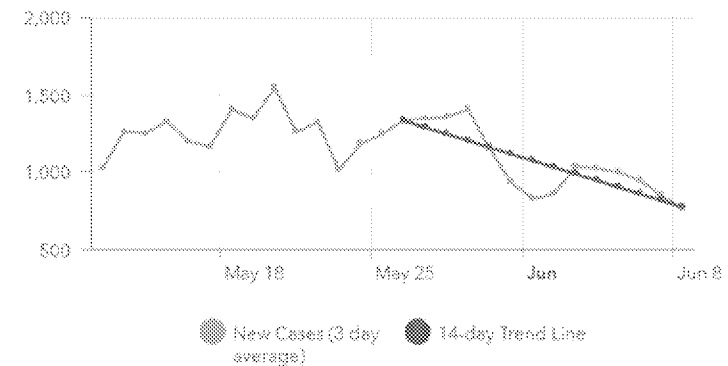
COVID-19 Incidence Rate

232.3

cases per 100,000 people

## Criteria II

### Daily New Covid-19 Cases (previous 28 days)



See About Tab for how trend was determined

14 Day Trend:

New COVID-19 cases are trending down  
over the previous 14 days

Goal: Downward trend for 14

14 Day Trend:

This trend is  
statistically significant

p-value = 0.0010



# EPA Facility Status Dashboard

[About](#)[Home](#)[Criteria I](#)[Criteria II](#)[Criteria III](#)

Last updated: 06/10/2020

## EPA Facilities

● Remaining ICU capacity is less than 20% **OR** COVID-19 tests that are positive are greater than 20%

● Remaining ICU capacity is greater than 20% **AND** COVID-19 tests that are

### Headquarters

1200 Pennsylvania Ave., NW  
Washington, DC 20004-2403

### Region 1 Headquarters

90 Devonshire St.  
Boston, MA 02121-0000

### Region 2 Headquarters

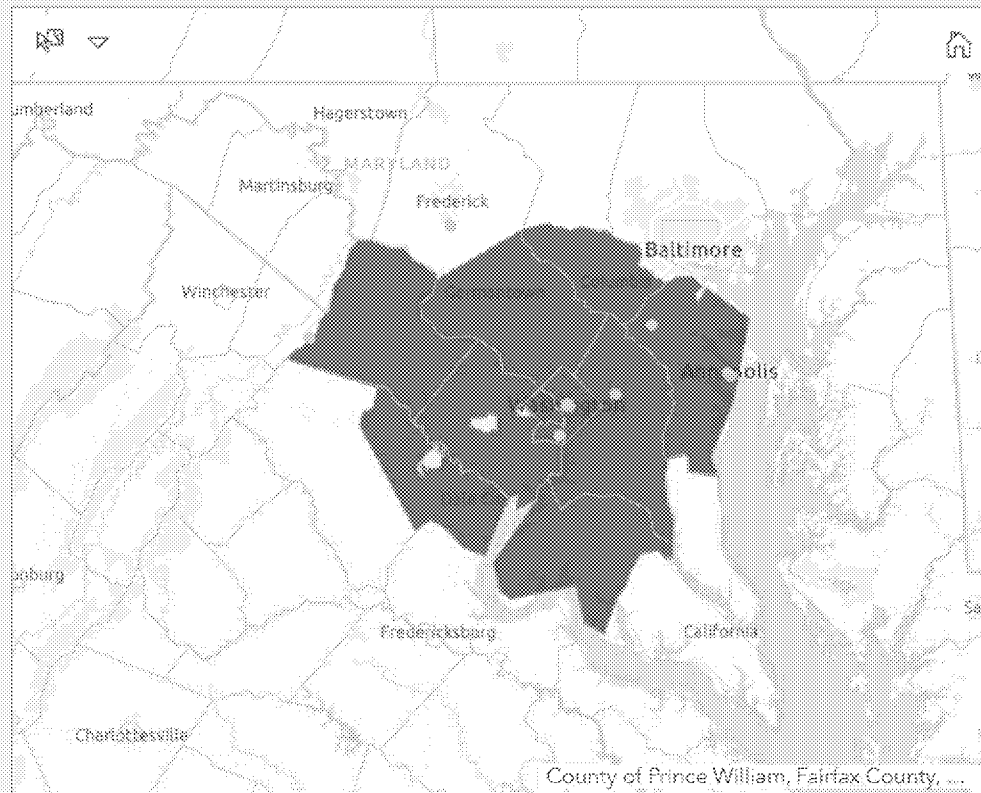
290 Broadway  
New York City, NY 10007-1866

### Region 3 Headquarters

1650 Arch Street  
Philadelphia, PA 19103-2029

### Region 4 Headquarters

61 Forsyth Street SW  
Atlanta, GA 30303-8960



## Criteria III

Local hospitals must have the capacity to treat all patients without crisis care and jurisdictions must have a robust healthcare worker testing program and plan in place

Number of hospitals

52

Number of ICU beds

1289

ICU Capacity Remaining

43.5%

Goal > 20%

Percent of COVID tests that are positive

16.3%

Goal < 20%

# EPA Return to the Workplace HEADQUARTERS REOPENING PLAN

## INTRODUCTION

The reopening plan for EPA Headquarters prioritizes the health, safety and welfare of EPA employees and focuses on measures to be taken to ensure the health and safety of any employees who enter the HQ buildings during the Phased reopening. As with any plan, the practices and modifications outlined below will be continuously evaluated and modified as needed. This plan will be updated prior to Phase 3 as new information becomes available and experience is gained.

*UNLESS OTHERWISE INDICATED, THIS PLAN APPLIES TO ALL EPA OFFICE SPACE IN THE FEDERAL TRIANGLE COMPLEX - WJ CLINTON NORTH, SOUTH, EAST, WEST (FTC); RONALD REAGAN BUILDING (RRB); AND POTOMAC YARD (PY).*

*VERSION 1.0 -- JUNE 9, 2020*

## TIMELINE AND PROTOCOLS

### Facility Closing

The agency will close HQ facilities for 7 calendar days prior to initiating Phase 1 of the reopening process and will work with GSA to ensure all space (FTC, RRB, and PY) meets EPA/CDC guidance on disinfection.

### Social Distancing

Throughout the FTC, RRB, and PY, employees should make every effort to respect the CDC social distancing recommendations by keeping 6 feet between yourself and other people to help prevent the spread of COVID-19. Employees should not congregate in areas including, but not limited to entry and exit doors, lobbies and foyers, elevators, stairwells, corridors, restrooms, pantries, kitchen and break areas, photocopy, and printer areas. Signage will be posted in high traffic areas to serve as reminders for social distancing and markings on the floor will be added to high traffic areas such as entrance lobbies and elevator lobbies. Signage and floor markings will be continuously evaluated and augmented as needed. More detailed information on social distancing in offices, workspaces and cubicles is listed below.

### Cloth Face Covers or Masks

Employees working in FTC or RRB will be required to wear facemasks or cloth face coverings according to the requirements of the District of Columbia's Executive Order, which requires a mask or cloth face covering when in the presence of other persons, but not when working alone in an office or

workstation. In PY, employees will follow guidance from the State of Virginia, which require masks or cloth face coverings while inside public places.

This includes, but it not limited to the following areas:

- Entering and exiting the building or common lobby areas,
- Walking in the hallways,
- Riding elevators,
- Using bathrooms,
- Visiting pantries,
- Using network printers and copy machines,
- Retrieving mail,
- Attending in person meetings,
- Giving or receiving services such as badging and deskside IT service, and
- In all other common areas.

EPA employees are expected to provide their own facemask or cloth face covering, however, locations may have a small number of face coverings to distribute locally. This guidance will be reevaluated and updated to reflect changes in State and local orders.

Employees needing a related reasonable accommodation (e.g., modified face covering for interpreters, individuals with pulmonary difficulties, etc.) should consult with their supervisor for a modification or feasible alternative.

The use of a cloth face covering is not intended to protect the wearer but may prevent the spread of virus from the wearer to others. This is especially important as people may be asymptomatic and unaware they are carrying the virus. See CDC information on the use of Cloth Face Coverings.

### **Employee Entry Screening Protocols**

EPA will utilize an employee self-assessment tool. Employees must perform the self-assessment prior to departing for the office. Use of the tool will be evaluated prior to entering Phase 3.

## **BUILDING OPERATIONS**

### **Entry Screening & Security**

- ✓ Entry and exit locations will be designated and signage and markings on the floor will be posted in order to maximize social distancing (see attached drawing).
- ✓ EPA entry security screening locations will include the main entrances of each of the four WJ Clinton buildings (North, South, East and West), RRB entrance on the side with the turnstiles, and the main entrance of PY.



- ✓ Exit locations will include WJ Clinton West Employee entrance/exit (opposite RRB), East Employee entrance/exit (under the arch), the WJ Clinton courtyard entrances/exits, the WJ Clinton Pennsylvania Avenue entrance/exit and RRB on the side opposite the turnstiles. The main entrance of PY will be marked with signage to create distinct entrance and exit areas.
- ✓ The center turnstiles will be closed at the four WJC main lobby locations to promote social distancing.
- ✓ In the event of an emergency, all building entrances and exits will be open and accessible for an exit.
- ✓ Plexiglass partitions are being procured and placed in front of all guard desks and screening entry points.
- ✓ Federal Protective Service Security Officers will follow the District of Columbia's Executive Order for returning to the workplace regarding wearing cloth face coverings. EPA employee IDs will not be touched upon entry at any HQ location and FPS Security Officers will not ask employees to remove cloth face coverings.
- ✓ Signage will be posted at all entry points to remind employees and visitors about the employee self-assessment tool before presenting identification and proceeding through security screening. Continued use of the tool will be evaluated prior to entering Phase 3.

#### **Badge Office**

- ✓ At EPA Headquarters, the following badge office operations and services will be provided by appointment only: issuance of badges for new employees, building access card issuances, PIN re-sets, damaged badge troubleshooting, key issuances and returns, badge returns for departing employees and offboarding/employee separations.
- ✓ During Phase 1 and Phase 2, the use of cloth face coverings will be required for employees and contractors providing or receiving service in the badge office. Use of cloth face coverings will be evaluated prior to Phase 3.
- ✓ The badge office and associated equipment will be cleaned using the same Agency and CDC Cleaning guidance used throughout the buildings and by GSA's contractors.
- ✓ Sanitizer will be available for employee use.
- ✓ Signage will be posted outside of the badging office, directing employees to enter only if they have an appointment and to ensure social distancing while waiting.
- ✓ Operational changes will be reflected on the HQ Badge Office intranet site, in addition to a separate FAQ on the COVID-19 intranet site. The link to the Agency's HQ Badge Office can be found at: <https://intranet.epa.gov/oa/fmsd/hob/security/badgeoffice.htm>
- ✓ The badge office will be open from 8:00am-4:00pm (M-Th) and 8:00am-1:00pm (Friday) and is located in WJ Clinton East 317. The office number is (202) 564-2206. Kevin Myers is the Headquarters Point of Contact and can be reached at (202) 564-3112 for questions.

#### **Building Preparation and Protocols**

- ✓ Signage will be posted throughout buildings encouraging employees, contractors, grantees, and visitors (visitors permitted during Phases 2 and 3) to maintain social distancing in common areas like doorways, meeting rooms, pantries, restrooms, stairwells, and elevators (including limiting the number of people in elevators to two maximum).

- ✓ In the EPA space at the RRB, FTC, and PY, the elevator floors will be marked in two corners of the elevator to suggest appropriate locations for standing within the elevator. Individuals waiting for an elevator should maintain social distancing.
- ✓ Pantry entry will be limited to one person at a time. Pantry doors throughout the complex will be left open to limit touching doorknobs/handles.
- ✓ Employees are encouraged to leave inner-office doors open during the day, if allowed. Doorstops will also be available by calling the Building Services Desk at 202-564-2100 for program offices who wish to prop open their office corridor doors.
- ✓ Close or restrict access to common areas including, but not limited to, conference rooms, fitness centers, shower, and locker rooms, galleries, break rooms, and dining areas as appropriate for each phase (details on each of these areas are provided below). Incorporate social distancing requirements in common areas that cannot be closed or restricted.
- ✓ Hand sanitizer and disinfecting spray or disinfecting wipes will be provided in common areas and staff is encouraged to wipe down surfaces before and after any in person meetings and to disinfect all contact work surfaces in their cubicles and offices daily.
- ✓ Current custodial contracts include daily disinfection of all common areas and high touchpoints, and all products used for cleaning/disinfecting comply with CDC and EPA cleaning requirements.
- ✓ To promote social distancing, individual recycle bins and trash bins can be placed outside cubicle/office spaces for pick up. The cleaning staff will not enter occupied offices or workstations during Phases 1 and 2.

### **Conference and Meeting Rooms**

- ✓ The centrally managed, large agency conference rooms can be reserved by contacting Phil Baker at (202)564-2030. The spaces will be set up to ensure social distancing in Phases 1 and 2.
- ✓ Organizational conference rooms will be maintained by the Program according to the following procedures:
  - A maximum conference room capacity will be determined based on the size of the room and seating available. A 6-foot separation must be maintained between seated participants. This maximum capacity will be posted on the door for reference and chairs will be marked to restrict seating as necessary.
  - Potentially shareable resources, such as pens, markers, whiteboards, and flip charts should be removed to the extent practicable.
  - When reserving a conference room, the meeting host or scheduler must identify the number of in-person participants in advance of the meeting time and ensure the maximum capacity of the room is not exceeded. In-person attendees should be tracked each day.
  - Employees are encouraged to participate in meetings virtually utilizing Teams, Skype, and other virtual meeting tools to the extent possible to ensure seamless communication between group members who may be working from home, from their EPA workstation or EPA conference room.
- ✓ Unrestricted use of conference rooms resumes in Phase 3.

- ✓ Each Program Office will establish supplemental guidance to support the use of organizational conference rooms maintained by Programs.

### **Restroom Facilities**

- ✓ In Phases 1 and 2 all restrooms will have a maximum occupancy of 2 people.
- ✓ There will be multiple health & safety signs within each of the restrooms encouraging handwashing and signage to support social distancing.

### **Office and Cubicle Space**

- ✓ First and foremost, employees should utilize the telework and work schedule flexibilities listed at the end of this document.
- ✓ In Phases 1 and 2, employees should communicate with their manager regarding their intent to work in the office.
- ✓ Each manager should review floor plans of employee space along with the types of cubicles in order to determine the best way to preserve social distancing among employees voluntarily returning to the office in Phases 1 and 2.
- ✓ Each manager should communicate their plan to maintain social distancing among those employees working in the office.
- ✓ Below are a few examples that can be used to maintain social distancing in workstation areas. As workstation configurations are unique, communication between employees and managers is necessary to ensure social distancing among those employees intending to return to the workplace. Possible approaches might include:
  - Based on office layouts, create an “A” and “B” group. Then use “A” days or weeks and “B” days or weeks to designate the days employees may come into the office if they choose to.
  - Consider using alternative spaces such as small conference rooms to allow for employees to keep social distances. This is especially useful for those who share office space.
  - Ask employees to stagger their return to the office. For example, establish a schedule of one day/week or one day/pay period.
- ✓ Each Program Office will establish supplemental guidance to support social distancing for offices, cubicles and workstations.

### **Facility Operations and Maintenance**

- ✓ COVID-19 related social distancing and interactions will remain in place until further notice, and any changes to CDC recommendations or by the District of Columbia or the Commonwealth of Virginia will be shared accordingly.
- ✓ Positive cases of COVID-19 employees will be reported by each HQ organization to OMS according to the Contact Tracing and Notification Guidance. Cleaning of affected space(s) will follow CDC guidance for cleaning and disinfecting facilities.

- ✓ In Phase 1, there will be no visitors unless there is a statutory, legal or emergency requirement. In Phase 2, visitors for mission-essential work will also be allowed. Visitors are unrestricted in Phase 3.
- ✓ Employees are encouraged to use sanitizing wipes or disinfectant spray for use with water fountains, ice makers, and the Quench water bottle fillers. These will be located in common areas. The Quench water bottle filters have been replaced and machines were sanitized during the week of May 11, 2020.
- ✓ Shared water coolers owned by outside companies will not be used during Phases 1 and 2.
- ✓ Courtyards and outdoor designated smoking areas will be open, but social distancing must be maintained.

## SERVICES AND AMENITIES

### Café / Food Service

- ✓ The RRB and International Trade Center management will follow DC Government requirements for reopening the food court to be consistent with the re-opening of restaurants in the District of Columbia.
- ✓ The snack bars in the WJ Clinton buildings will remain closed in Phase 1 and 2. They will reopen in Phase 3.
- ✓ Employees are encouraged to bring food from home to the extent possible.

### Mail Room Operations

- ✓ In Phases 1 and 2, the HQ mail room will continue to accept mail from the United States Postal Service, sort and provide limited priority mail delivery to essential HQ program offices points of contact (POCs). Normal mail operations will resume in Phase 3.
- ✓ The mailroom will process outgoing mail delivered to the mailroom located at Room 1309 WJC East.
- ✓ The mailroom services will include notification by email to the mail stop POCs to pick up their mail in Room 1309 WJC East.
- ✓ Mailroom hours for pickup by POCs will be between 8:00 AM – 4:00 PM. Any outgoing mail for the same day sending will need to be in the mailroom by 2:00 PM.
- ✓ Mailroom full service will begin with the start of Phase 3.
- ✓ For Mail service contact information: <https://intranet.epa.gov/oa/fmsd/hob/print/index.htm>

### Warehouse Delivery & Receiving Services

- ✓ During Phases 1 and 2, FedEx, UPS, or DHL deliveries of packages under 60 pounds sent directly to the HQ locations at the FTC, RRB, and/or PY will be suspended.
- ✓ Mail and packages weighing less than 60 pounds should be directed to the mailroom by using the following address: Recipient's Name USEPA, 1200 Pennsylvania Ave., NW, Mail Code: XXXXX, Washington, DC 20460.

- ✓ Any item(s) over 60 lbs. (i.e., furniture, miscellaneous programmatic equipment, etc.) and all electronics purchases (i.e., computers, printers, phones, etc.) should be directed to: EPA HQ Warehouse located at 8335 Ardwick Ardmore Road, Hyattsville, MD 20785. Packages delivered to this location will be accepted from the following carriers: USPS, UPS, FedEx, and any other private delivery service. This location is used primarily to log and track official government property items and to provide contractor support for moving and delivering larger/heavier packages to our various HQ locations (FTC, RRB, and PY).
- ✓ Please contact Dexter Johnson, the Agency's Property Utilization Officer, at (202) 564-0179 to coordinate all deliveries prior to shipment, and to address any questions or concerns regarding deliveries into the buildings.

### **Fitness Centers**

- ✓ The RRB Fitness Center is a shared facility and service. Once the agency confers with Federal Occupational Health, those plans and procedures for reopening will be shared with the Board of Federal Partners in order to vote on a planned path forward for re-opening.
- ✓ The PY Fitness Center will follow Arlington County requirements.
- ✓ Fitness Center staff will determine the capability to meet CDC social distancing and disinfecting requirements.
- ✓ Fitness Centers will post signage encouraging/requiring employees to wipe down the equipment with provided wipes following use.

### **Bike Rooms & Shower Facilities**

- ✓ Bike lockers and showers in the RRB and PY will be open and available for employee use.
- ✓ All users of these facilities should be considerate of the social distancing guidelines.
- ✓ Signage will be posted in these rooms and facilities to remind users of appropriate social distancing and hygiene measures.
- ✓ Bike room usage will be monitored, and other signage and social distancing requirements will be implemented if necessary.

### **Shuttle Bus**

- ✓ A facility mass mailer notification will occur when shuttle bus service resumes.
- ✓ DC Tours and Transportation uses a regularly scheduled cleaning process for all company sedans, vans, shuttle buses, coaches, and public spaces. There are enhanced cleaning and disinfecting regimens on both public and government transportation shuttles.
- ✓ The high-touch areas (stanchions, handrails, and seat rails) on buses and van fleets are wiped down each day and disinfected every evening. Floors are vacuumed and mopped, seats are cleaned, and walls are wiped down regularly. All Operators/Drivers have been notified to quickly spray Lysol on all high-touch areas after every completely unloaded stop, prior to proceeding to the next stop.
- ✓ All shuttle buses will follow CDC safe practices and social distancing of six feet of separation and provide signage on the buses.
- ✓ Seating will be designated for one person seated on every other row, no sitting directly behind the driver, and no standing.

- ✓ The current route pickup schedule is every 30 minutes to allow time for the drivers to spray and wipe down all high touch areas and seating with Lysol prior to their next stop.
- ✓ Ridership will follow the same guidelines established by the District of Columbia and/or Arlington County regarding wearing face coverings on the shuttle bus or when using the motor pool.

### **Executive Motor Pool**

- ✓ The vehicles in the Executive Motor Pool will be cleaned and disinfected according to CDC guidance.

### **Parking**

- ✓ The Ronald Reagan Building Parking Garage will be open and the current monthly parking rate for the EPA Parking Program is \$293.45.
- ✓ The [EPA HQ Parking Program](#) intranet page provides more detailed information.

### **Vanpool / Bus Passes / Transit Subsidy**

- ✓ Based on conditions, it will be important for employees to visit [WMATA's web site](#) for specific scheduling, ridership changes, current information.
- ✓ Up to date information on all EPA HQ transit providers will be posted on the [HQ Transit intranet site](#) and FAQs will be added to the COVID-19 intranet site.

### **Government Owned Vehicle Usage**

- ✓ EPA HQ will follow [EPA Vehicle Utilization, Cleaning, and Disinfecting Recommendations](#).
- ✓ EPA HQ has a limited number of GOVs available for employee use and can be reserved by calling the EPA HQ Transportation Coordinator, Scotty Hayes, at (202)566-2535.
- ✓ Social distancing will need to be considered when reserving the cars, and employees should limit close contact (within 6 feet) with others. When feasible, the use of larger vehicles such as vans is recommended to allow greater physical distance between vehicle occupants.
- ✓ Users will be responsible for wiping down surfaces within the vehicle, especially steering wheels, gear shifters, mirrors, window openers, door handles (internal and external), knobs, etc., with provided CDC and EPA approved disinfectant wipes.

### **Health Units**

- ✓ Because the PY and RRB Health Units are shared with our Federal Partners, the Board of Partners will need to vote on the reopening of the health units, and their operating protocols. As soon as those protocols are developed, they are shared with all employees. It is very likely employees will be seen by appointment only. At the present time, the health units remain closed until further notice.

### **Lactation Rooms**

- ✓ Nursing mothers should maintain social distancing while in the lactation rooms at the FTC, RRB, and PY. Signage will be posted with suggested recommendations.

## HQ Library, Docket and Records Space

- ✓ During Phase 1, visitors to the EPA Docket Center Reading Room may be considered on an exception basis when the docket materials are only available onsite and must be provided due to statutory requirements. Library, docket and records staff will also be allowed at a reduced number.
- ✓ During Phase 2, the reopening of the library, docket center, and records space will be limited to library, docket, and records staff with EPA staff or visitors allowed entrance by appointment only.
- ✓ EPA staff and visitors will comply with guidance on cloth face coverings. In Phase 2 and 3, patrons will be allowed in small groups as long as they follow social distancing protocols and have made an appointment.
- ✓ On-site library, docket and records staff will be reduced in order to comply with CDC guidelines for social distancing.
- ✓ Visitors should complete library, docket or records material requests in advance, then make an appointment to retrieve the material.
- ✓ Library, docket and records staff will retrieve all requested materials. If the material wasn't requested before a visitor arrives at the facility, library, docket and records staff will only assist the individual if no other appointments are scheduled at that time.
- ✓ Contracting staff will be provided a briefing on the protocol for access to material in the library docket center and records space before the reopening of the area.

## IT Support

- ✓ IT support staff and contractors will be in the office for operations or maintenance tasks that requiring on-site support.
  - When on-site presence is required, IT support staff will follow EPA and CDC developed guidelines for cleaning and social distancing including:
    - Wearing cloth face coverings or masks and gloves,
    - Maintaining appropriate social distance (6 foot minimum),
    - Disinfecting equipment and surfaces before and after physical contact,
    - Avoiding direct, person-to-person handoffs. Instead, equipment will be placed in a common area that is disinfected before and after transition.
- ✓ In-person deskside support will be available by appointment only and limited to cases that cannot be resolved remotely. There will be an onsite presence for new user provisioning and laptop repair for those in the office.
- ✓ EPA staff receiving in person support will comply with guidance on cloth face coverings. In Phase 2 and 3, patrons will be allowed in small groups if they follow social distancing protocols and have made an appointment.
- ✓ Network and hosting operations will continue to closely monitor network utilization and application platforms for performance and availability.

### **New Employee Onboarding**

- ✓ Virtual onboarding for new employees will continue in Phase 1 and 2. This includes the provisioning of new equipment. Specific directions will be provided to new employees on orientation sessions, badging and provisioning. The virtual process will be reevaluated prior to Phase 3.

### **TELEWORK AND WORK SCHEDULE FLEXIBILITIES**

**More information is contained in the [Return to Workplace Employee Information](#)**

**Phase 1** - We encourage all employees to use unscheduled telework and we will continue to offer the expanded work hours and workweek flexibilities for those on Maxiflex or Flexitour schedules. Facilities will be open, and employees have the option to return to the workplace. Those who choose to continue to telework should notify their supervisor to allow for coordination of employees entering the building. Employees who the CDC identifies as being at higher risk for severe illness from COVID-19 or pregnant women and those with household members in that population should continue to telework.

**Phase 2** - We will continue to encourage all employees to use unscheduled telework and employees need to notify their supervisor if they choose to do so. Facilities will be open, and employees have the option to return to the workplace. Employees who the CDC identifies as being at higher risk for severe illness from COVID-19, pregnant women, and those living with members that are part of these vulnerable populations should continue to telework. The expanded work hours and workweek flexibilities will continue to be available to those with dependent care issues and on a Maxiflex or Flexitour schedule. All other employees return to normal work schedules.



Message

**From:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Sent:** 6/10/2020 2:59:20 PM  
**To:** Bertrand, Charlotte [Bertrand.Charlotte@epa.gov]; Best-Wong, Benita [Best-Wong.Benita@epa.gov]; Bloom, David [Bloom.David@epa.gov]; Breen, Barry [Breen.Barry@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Grantham, Nancy [Grantham.Nancy@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Kadeli, Lek [Kadeli.Lek@epa.gov]; Kudarauskas, Paul [Kudarauskas.Paul@epa.gov]; Nishida, Jane [Nishida.Jane@epa.gov]; Noga, Vaughn [Noga.Vaughn@EPA.GOV]; Orme-Zavaleta, Jennifer [Orme-Zavaleta.Jennifer@epa.gov]; Packard, Elise [Packard.Elise@epa.gov]; Payne, James [payne.james@epa.gov]; Richardson, RobinH [Richardson.RobinH@epa.gov]; Robbins, Chris [Robbins.Chris@epa.gov]; Shaw, Betsy [Shaw.Betsy@epa.gov]; Sheehan, Charles [Sheehan.Charles@epa.gov]; Shields, Edward [Shields.Ed@epa.gov]; Stanich, Ted [Stanich.Ted@epa.gov]; Starfield, Lawrence [Starfield.Lawrence@epa.gov]; Terris, Carol [Terris.Carol@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]; Wooden-Aguilar, Helena [Wooden-Aguilar.Helena@epa.gov]  
**CC:** Braxton, Marilyn [Braxton.Marilyn@epa.gov]; Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]; Kamen, Mara [kamen.mara@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Jackson, Yvette [Jackson.Yvette@epa.gov]; Daniels, Alva [daniels.alva@epa.gov]; Patterson, Nicole [Patterson.Nicole@epa.gov]; Castro, Denise [Castro.Denise@epa.gov]; Jefferson, Gayle [Jefferson.Gayle@epa.gov]; Coogan, Daniel [Coogan.Daniel@epa.gov]  
**Subject:** Final draft of the Headquarters Return to Work Plan  
**Attachments:** Return to the Workplace\_HQ Draft 6 10 2020 VS1.docx  
**Flag:** Follow up

Folks – I've attached the FINAL DRAFT of the Headquarters Reopening Plan:

**Ex. 5 Deliberative Process (DP)**

# Ex. 5 Deliberative Process (DP)

Thanks,

Lynnann

Lynnann Hitchens  
Acting Deputy Assistant Administrator for  
Administration and Resources Management  
Office of Mission Support  
US EPA

P: 202-564-3184

Ex. 6 Personal Privacy (PP)



Message

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**From:** Braxton, Marilyn [Braxton.Marilyn@epa.gov]  
**Sent:** 7/20/2020 3:21:59 PM  
**To:** Zeckman, David [zeckman.david@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Coogan, Daniel [Coogan.Daniel@epa.gov]  
**CC:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** RE: Senator Peters letter

Thanks David, I'm working on a draft response for review. I got input from OHR, OA and OAS on some of the areas that more closely relate to them.

Regards!  
Marilyn A. Braxton, OMS Chief of Staff  
202-564-8192

Ex. 6 Personal Privacy (PP)

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**From:** Zeckman, David <zeckman.david@epa.gov>  
**Sent:** Monday, July 20, 2020 9:57 AM  
**To:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Coogan, Daniel <Coogan.Daniel@epa.gov>  
**Cc:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** FW: Senator Peters letter

Good morning,

## Ex. 5 Deliberative Process (DP)

Thank you,

Dave

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**From:** Struhar, Kirby <struhar.kirby@epa.gov>  
**Sent:** Friday, July 17, 2020 3:46 PM  
**To:** Zeckman, David <zeckman.david@epa.gov>  
**Cc:** Kral, Garrett <kral.garrett@epa.gov>; Knapp, Kristien <Knapp.Kristien@epa.gov>; Voyles, Travis <Voyles.Travis@epa.gov>  
**Subject:** Senator Peters letter

Hey Dave,

Hope this finds you well and that you've enjoyed the week! I wanted to pass along this letter we received from Senator Gary Peters earlier this week on reopening—could your team start working to develop answers to the questions included?

Thanks!

Best,

Kirby Struhar  
*Congressional Relations*  
U.S. Environmental Protection Agency

Ex. 6 Personal Privacy (PP)

Message

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**From:** MassMailer [massmailer@epa.gov]  
**Sent:** 7/16/2020 11:05:24 PM  
**To:** MassMailer [massmailer@epa.gov]  
**Subject:** EPA Phase 3 Guidance COVID-19 Update

**Flag:** Follow up



## MESSAGE FROM THE ASSOCIATE DEPUTY ADMINISTRATOR

This email message is being sent to EPA employees.

Dear Colleagues,

We committed early on during the pandemic to put together plans for our eventual return to the office that protected employees and the public based upon data and guidance from public health professionals. Along with placing a premium on employee safety these plans would be supplemented to consider feedback from the regions and national program managers. We want to provide a safe return to the Workplace Plan, specifically our [supplemental agency guidance for Phase 3](#).

As the Administrator stated in his [May 21st](#) message, we are implementing a rolling reopening and moving through the process based on data collected on the EPA dashboard and considering what state and local governments are doing. Following these criteria we will move through the phasing process considering conditions unique to the 125 EPA facilities across the country.

As the nation opens more businesses and resumes public activities, we've developed additional specific EPA Phase 3 guidance already in place. Consistent with the [Administrator's June 11 Mass Mailer](#) additional telework is available for employees who:

1. Are in a [CDC at-risk category](#) for COVID-19 or;
2. Live with someone in that at-risk category or;
3. Have dependent care responsibilities that are unresolved.

Additionally, employees with dependent care responsibilities may continue to work expanded hours and days. These telework arrangements can last up to two months after entering Phase 3 and can be extended as appropriate. As discussed previously if mass transit is not available that would also be a basis to grant additional telework.

Further, the Administrator has instructed the regions and NPMs that the first two weeks of Phase 3 are transitional. Managers are to schedule employees on a rolling return during those first two weeks as part of the transition back into the workplace. Employees may continue to work in the office and teleworking during this time. Also, managers are authorized during the first two months of Phase 3 to grant additional telework pay period if necessary, for appropriate social distancing.

We believe these additions to the Phase 3 plan will help provide for a safe return to the workplace for our employees. As more information provides reason for more updates, we will act.

Thank you for your work for the Agency.

Doug Benevento  
Associate Deputy Administrator

Message

**From:** Coogan, Daniel [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7AA3C293E3F94FE6A0132382B42F0B23-DCOOGAN]  
**Sent:** 6/19/2020 2:21:25 PM  
**To:** Jackson, Yvette [Jackson.Yvette@epa.gov]; Daniels, Alva [daniels.alva@epa.gov]  
**CC:** Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]  
**Subject:** RE: Guidance for Docket Center

The HQ guidance says that they can be open (albeit on an exception basis). . . I'll connect with Gayle about getting some supplies.

Ex. 5 Deliberative Process (DP)

## Ex. 5 Deliberative Process (DP)

Dan Coogan  
Acting Director, Office of Resources and Business Operations  
Office of Mission Support  
o: 202-564-1862

Ex. 6 Personal Privacy (PP)

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**From:** Jackson, Yvette <Jackson.Yvette@epa.gov>  
**Sent:** Friday, June 19, 2020 9:20 AM  
**To:** Coogan, Daniel <Coogan.Daniel@epa.gov>; Daniels, Alva <daniels.alva@epa.gov>  
**Cc:** Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>  
**Subject:** RE: Guidance for Docket Center

Good morning Dan,

## Ex. 5 Deliberative Process (DP)

Let me know if there are other questions.

Thanks,  
Yvette

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**From:** Coogan, Daniel <Coogan.Daniel@epa.gov>  
**Sent:** Thursday, June 18, 2020 8:53 PM  
**To:** Jackson, Yvette <Jackson.Yvette@epa.gov>; Daniels, Alva <daniels.alva@epa.gov>  
**Cc:** Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>  
**Subject:** Guidance for Docket Center

Yvette/ Alva, I've been working with OEIP on their plans for opening the docket center next week and since it will be open to the public they had questions about cleaning and personnel safety. I was able to answer all of them except for the following two. Can you please let me know your perspective. Shakeba, I'm adding you in case you think we should add this to an FAQ on the intranet.

## **Ex. 5 Deliberative Process (DP)**

Dan Coogan  
Acting Director, Office of Resources and Business Operations  
Office of Mission Support  
o: 202-564-1862

Ex. 6 Personal Privacy (PP)



## Appointment

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**From:** Shaw, Betsy [Shaw.Betsy@epa.gov]  
**Sent:** 5/11/2020 2:55:22 PM  
**To:** Shaw, Betsy [Shaw.Betsy@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Orme-Zavaleta, Jennifer [Orme-Zavaleta.Jennifer@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]  
**CC:** Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]  
**Subject:** OAR Town Hall  
**Start:** 5/13/2020 6:00:00 PM  
**End:** 5/13/2020 7:00:00 PM  
**Show Time As:** Busy

Lynnann and Jennifer, (and Donna if you're able to join us after all – I think I saw that you accepted the scheduling invitation),

I gave you the wrong call in number for tomorrow's OAR Town Hall from 2 – 3 p.m. You will want to dial in to the Leader line, which is: Ex. 6 Personal Privacy (PP) conference id: Ex. 6 Personal Privacy (PP) Below is the agenda as it stands now. Holler you have any questions.

Thanks in advance for making the time to join us!

Betsy

### OAR Town Hall Agenda

2:00 p.m.	Welcome and Opening Remarks - Anne Idsal
2:10 p.m.	Message from the Administrator - Andrew Wheeler
2:20 p.m.	Reopening Guidelines and various updates – Lynnann Hitchens, OMS
2:30 p.m.	Disinfecting Public Spaces – Jennifer Orme Zavaleta, ORD
2:40 p.m.	Q & A
3:00 p.m.	Adjourn

## Appointment

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**From:** Idsal, Anne [idsal.anne@epa.gov]  
**Sent:** 5/11/2020 1:10:48 PM  
**To:** Idsal, Anne [idsal.anne@epa.gov]; OAR-WIDE-EVERYONE [OARWIDEEVERYONE@epa.gov]; Orme-Zavaleta, Jennifer [Orme-Zavaleta.Jennifer@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]  
**CC:** Harlow, David [harlow.david@epa.gov]; Gunning, Paul [Gunning.Paul@epa.gov]; Reed, Clark [Reed.Clark@epa.gov]; Browne, Cynthia [Browne.Cynthia@epa.gov]; Caballero, Kathryn [Caballero.Kathryn@epa.gov]; Aplin, Jonathan [Aplin.Jonathan@epa.gov]; Worley, Christopher [worley.christopher@epa.gov]; Iglesias, Amber [Iglesias.Amber@epa.gov]; Sun, Ruonan [sun.ruonan@epa.gov]; Marsh, Karen [Marsh.Karen@epa.gov]; VanErp, Dale [VanErp.Dale@epa.gov]; Mark, Jeremy [Mark.Jeremy@epa.gov]; Lalani, Imran [Lalani.Imran@epa.gov]; Svendsgaard, Dave [Svendsgaard.Dave@epa.gov]; Bhardwaj, Esha [bhardwaj.asha@epa.gov]; Pate, Joshua [Pate.Joshua@epa.gov]; Olechiw, Michael [olechiw.michael@epa.gov]; Marchi, Angelica [marchi.angelica@epa.gov]; Birgfeld, Erin [Birgfeld.Erin@epa.gov]; Loftis, Kathy (Kat) [loftis.kathy@epa.gov]; Lubetsky, Jonathan [Lubetsky.Jonathan@epa.gov]; Hoyt, Sarita [Hoyt.Sarita@epa.gov]; Cherepy, Andrea [Cherepy.Andrea@epa.gov]; Russell, Amanda [russell.amanda@epa.gov]; Kroloff, Emily [Kroloff.Emily@epa.gov]; Nguyen, Theresa [Nguyen.Theresa@epa.gov]; Simon, Karl [Simon.Karl@epa.gov]; Wayland, Richard [Wayland.Richard@epa.gov]; Schaefer, John [Schaefer.John@epa.gov]; Kaufman, Amanda [Kaufman.Amanda@epa.gov]; Taylor, Rebecca [Taylor.Rebecca@epa.gov]; Jones, Jacqueline [Jones.Jacqueline@epa.gov]; Zambrana, Jordan [Zambrana.Jordan@epa.gov]; Holland, Abby [holland.abby@epa.gov]; Robertson, Joan [robertson.joan@epa.gov]; Johns, Brad [Johns.Brad@epa.gov]; Villahermosa, Latisha [villahermosa.latisha@epa.gov]; Cappel, Kirsten [Cappel.Kirsten@epa.gov]; Koester, Christine [koester.christine@epa.gov]; Painter, Michele [Painter.Michele@epa.gov]; Franklin, Pamela [Franklin.Pamela@epa.gov]; Wang, Ellen [wang.ellen@epa.gov]; Liu, Kimberly [Liu.Kimberly@epa.gov]; Long, Bill [Long.Bill@epa.gov]; Johnson, Steffan [johnson.steffan@epa.gov]; Truesdell, Raymond [truesdell.raymond@epa.gov]; Howard, Jodi [Howard.Jodi@epa.gov]; Snyder, Jennifer [Snyder.Jennifer@epa.gov]; Lin, Walter [lin.walter@epa.gov]; Mulholland, Denise [Mulholland.Denise@epa.gov]; Montoro, Marta [Montoro.Marta@epa.gov]; Saltman, Tamara [Saltman.Tamara@epa.gov]; Selbst, Elizabeth [selbst.elizabeth@epa.gov]; Harvey, Reid [Harvey.Reid@epa.gov]; Littleton, Brian [Littleton.Brian@epa.gov]; Ward, Hillary [Ward.Hillary@epa.gov]; Livingston, Josephine [Livingston.Josephine@epa.gov]; Shannon, Danielle [shannon.danielle@epa.gov]; Vermeulen, Luke [vermeulen.luke@epa.gov]; Hassan, Nora [hassan.nora@epa.gov]; Diaz, Leah [Diaz.Leah@epa.gov]; Griggs, John [Griggs.John@epa.gov]; Sorrels, Larry [Sorrels.Larry@epa.gov]; Dupont, Andy [Dupont.Andy@epa.gov]; Kapichak, Rudolph [kapichak.rudolph@epa.gov]; DeFigueiredo, Mark [DeFigueiredo.Mark@epa.gov]; Jackson, Cleophas [jackson.cleophas@epa.gov]; Montanez, Jessica [Montanez.Jessica@epa.gov]; Ludwig, Victoria [Ludwig.Victoria@epa.gov]; Lie, Sharyn [Lie.Sharyn@epa.gov]; Fulper, CarlR [Fulper.CarlR@epa.gov]; McCarthy, Joseph [mccarthy.joseph@epa.gov]; Hyde, Courtney [Hyde.Courtney@epa.gov]; Slater, Jonathan [Slater.Jonathan@epa.gov]; Hurst, Nicholas [hurst.nicholas@epa.gov]; Brooks, MichaelS [Brooks.MichaelS@epa.gov]; Noyce, Christian [noyce.christian@epa.gov]; Ramig, Christopher [Ramig.Christopher@epa.gov]; Stevens, JeffreyA [Stevens.JeffreyA@epa.gov]; Cohen, Michael [Cohen.Michael@epa.gov]; Johnson, Annette [Johnson.Annette@epa.gov]; Blake, Carolyn [Blake.Carolyn@epa.gov]; Carey, Angela [carey.angela@epa.gov]; Morris, Mark [Morris.Mark@epa.gov]; Healy, Stephen [healy.stephen@epa.gov]; Gibson, Stephen [Gibson.Stephen@epa.gov]; Crowley, Kate [crowley.kate@epa.gov]; Hollerbach, Kevin [hollerbach.kevin@epa.gov]; Dawson, Tonisha [dawson.tonisha@epa.gov]; Sargeant, Kathryn [sargeant.kathryn@epa.gov]; Feather, John [feather.john@epa.gov]; Reddick, Lorraine [Reddick.Lorraine@epa.gov]; Siegel, Kelly C. 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**Subject:** OAR Town Hall

**Location:** Dial In Ex. 6 Personal Privacy (PP)

**Start:** 5/13/2020 6:00:00 PM

**End:** 5/13/2020 7:00:00 PM

**Show Time As:** Busy

Please join EPA Administrator Wheeler and OAR Principal Deputy Assistant Administrator Anne Idsal for an OAR Town Hall next Wednesday, May 13<sup>th</sup> from 2:00 p.m. – 3:00 p.m. eastern. We have taken steps to avoid the problems we encountered last time, so, with fingers crossed, the Town Hall will be held virtually using the Reservationless Plus, operator-assisted service. Please see below with information about how you can connect to the call. We will have Agency experts on hand to help answer your questions. Questions can also be sent to [OAR@epa.gov](mailto:OAR@epa.gov).

**Call-in Number:** Ex. 6 Personal Privacy (PP)

#### OAR Town Hall Agenda

- |           |  |
|-----------|--|
| 2:00 p.m. | Welcome and Opening Remarks - Anne Idsal                         |
| 2:10 p.m. | Message from the Administrator - Andrew Wheeler                  |
| 2:20 p.m. | Reopening Guidelines and various updates – Lynnann Hitchens, OMS |
| 2:30 p.m. | Disinfecting Public Spaces – Jennifer Orme Zavaleta, ORD         |
| 2:40 p.m. | Q & A  |
| 3:00 p.m. | Adjourn  |

Message

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**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 5/5/2020 10:21:41 PM  
**To:** Benevento, Douglas [benevento.douglas@epa.gov]  
**CC:** Garvey, Megan [garvey.megan@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Subject:** Reopening Plan  
**Attachments:** Return to the Workplace Guidance v2.docx; Return to the Workplace Guidance v2 clean.docx; FACILITY RECONSTITUTION CHECKLIST\_04292020 final.docx; Employee Daily Self Assessment 4 27 20.docx; EPA COVID 19 Contact Tracing and Notification Guidance April 29 2020 clean copy (003).docx

Doug,

Here is the revised plan.

## Ex. 5 Deliberative Process (DP)

# Ex. 5 Deliberative Process (DP)

Safe travels.  
Donna

Message

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**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 5/4/2020 10:03:10 PM  
**To:** McManus, Catharine [mcmanus.catharine@epa.gov]  
**CC:** Jackson, Yvette [Jackson.Yvette@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]  
**Subject:** RE: Facility Reopening - need your assistance

thanks

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**From:** McManus, Catharine <mcmanus.catharine@epa.gov>  
**Sent:** Monday, May 04, 2020 5:39 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Jackson, Yvette <Jackson.Yvette@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>  
**Subject:** RE: Facility Reopening - need your assistance

**Region 3**

**Ex. 5 Deliberative Process (DP)**

**Ex. 5 Deliberative Process (DP)**

Let me know if you need additional/different information. Thanks. Kate

Kate McManus  
Mission Support Division Director  
EPA Region 3  
215-814-5337

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**From:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Sent:** Monday, May 04, 2020 2:55 PM  
**To:** Regional Mission Support Division - Directors <Regional\_Mission\_Support\_Division\_Directors@epa.gov>; Regional Mission Support Division - Deputy Directors <Regional\_Mission\_Support\_Division\_Deputy\_Directors@epa.gov>  
**Cc:** Jackson, Yvette <Jackson.Yvette@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>  
**Subject:** Facility Reopening - need your assistance

Hi Everyone,

I need your help gathering some specific information on your facilities

**Ex. 5 Deliberative Process (DP)**

**Ex. 5 Deliberative Process (DP)**

thanks

Message

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**From:** Sanders, Amy [Sanders.Amy@epa.gov]  
**Sent:** 5/4/2020 10:10:18 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**CC:** Jackson, Yvette [Jackson.Yvette@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]; Sypniewski, Bruce [sypniewski.bruce@epa.gov]; Colvin, Charles [Colvin.Charles@epa.gov]  
**Subject:** FW: Facility Reopening - need your assistance  
**Attachments:** List of Buildings March 2020.cfm.xlsx

Donna,

**Bottom line up front (BLUF):** For our major facilities, **Ex. 5 Deliberative Process (DP)**

## **Ex. 5 Deliberative Process (DP)**

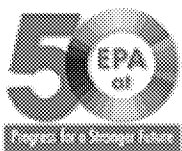
**Additional information:**

# **Ex. 5 Deliberative Process (DP)**

We hope this answers the questions, but let us know if we went in the wrong direction and need to provide additional information.

Thanks,

Amy Sanders  
Mission Support Division Director  
U.S. EPA, Region 5  
Mission Support Division  
77 W Jackson Blvd  
Chicago, IL 60604  
Email: [sanders.amy@epa.gov](mailto:sanders.amy@epa.gov)  
Office: (312) 353-9196





---

**From:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>

**Sent:** Monday, May 04, 2020 1:55 PM

**To:** Regional Mission Support Division - Directors <[Regional.Mission.Support.Division.Directors@epa.gov](mailto:Regional.Mission.Support.Division.Directors@epa.gov)>; Regional Mission Support Division - Deputy Directors <[Regional.Mission.Support.Division.Deputy.Directors@epa.gov](mailto:Regional.Mission.Support.Division.Deputy.Directors@epa.gov)>

**Cc:** Jackson, Yvette <[Jackson.Yvette@epa.gov](mailto:Jackson.Yvette@epa.gov)>; Hitchens, Lynnnann <[hitchens.lynnann@epa.gov](mailto:hitchens.lynnann@epa.gov)>; Bell, Matthew <[Bell.Matthew@epa.gov](mailto:Bell.Matthew@epa.gov)>

**Subject:** Facility Reopening - need your assistance

Hi Everyone,

I need your help gathering some specific information on your facilities

**Ex. 5 Deliberative Process (DP)**

# Ex. 5 Deliberative Process (DP)

thanks

Message

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**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 5/4/2020 10:26:14 PM  
**To:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Zeckman, David [zeckman.david@epa.gov]  
**Subject:** FW: Reopening Document  
**Attachments:** Return to the Workplace Guidance v1.docx

For your review and thoughts

---

**From:** Benevento, Douglas <benevento.douglas@epa.gov>  
**Sent:** Monday, May 04, 2020 6:22 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Garvey, Megan <garvey.megan@epa.gov>  
**Subject:** Reopening Document

Please see the attached:

**Ex. 5 Deliberative Process (DP)**

**Ex. 5 Deliberative Process (DP)**

# Ex. 5 Deliberative Process (DP)

Please review and let's talk tomorrow.

Thanks,

Doug

Message

---

**From:** Tellis, Vickie [Tellis.Vickie@epa.gov]  
**Sent:** 5/4/2020 10:36:31 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**CC:** Jackson, Yvette [Jackson.Yvette@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]; Westra, Don [Westra.Don@epa.gov]  
**Subject:** RE: Facility Reopening - need your assistance

Hi Donna,

## Ex. 5 Deliberative Process (DP)

Have a great evening and stay safe!

Vickie

*Vickie H. Tellis*

Acting Director, Mission Support Division  
U.S. EPA, Region 4 – Atlanta, Georgia  
404-562-8218 Office

Ex. 6 Personal Privacy (PP)

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**From:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Sent:** Monday, May 4, 2020 2:55 PM  
**To:** Regional Mission Support Division - Directors <Regional\_Mission\_Support\_Division\_Directors@epa.gov>; Regional Mission Support Division - Deputy Directors <Regional\_Mission\_Support\_Division\_Deputy\_Directors@epa.gov>  
**Cc:** Jackson, Yvette <Jackson.Yvette@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>  
**Subject:** Facility Reopening - need your assistance

Hi Everyone,

I need your help gathering some specific information on

Ex. 5 Deliberative Process (DP)

## Ex. 5 Deliberative Process (DP)

# Ex. 5 Deliberative Process (DP)

thanks

Message

**From:** Sullivan, Peter [Sullivan.Peter@epa.gov]  
**Sent:** 5/4/2020 11:25:06 PM  
**To:** Jackson, Yvette [Jackson.Yvette@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]  
**CC:** Lindsay, Nancy [Lindsay.Nancy@epa.gov]; Hendrickson, Andrew [Hendrickson.Andrew@epa.gov]; Scarey, Devon [scarey.devon@epa.gov]; Dalrymple, Anne [Dalrymple.Anne@epa.gov]  
**Subject:** RE: Facility Reopening - need your assistance

Hi Yvette, Lynnann, and Mathew,

As a follow-up to Nancy's summary response to Donna, below is more detailed information for each Region 10 office location.

Building	Lease Size	Access Control of EPA Space
Alaska Operations Office (Anchorage, AK)	<b>Ex. 5 Deliberative Process (DP)</b>	
Hanford Office (Hanford, WA)		
Idaho Operations Office (Boise, ID)		
Oregon Operations Office (Portland, OR)		
Regional Laboratory (Manchester, WA)		
Regional Office (Seattle, WA)		
Washington Operations Office (Lacey, WA)		

## Ex. 5 Deliberative Process (DP)

Peter Sullivan  
Human Capital Officer  
Human Resources and Facilities Branch  
Mission Support Division  
EPA Region 10  
1200 6<sup>th</sup> Avenue, Suite 155 21-C08  
Seattle, WA 98101  
(206) 553-2901 (office)  
Ex. 6 Personal Privacy (PP)

**From:** Lindsay, Nancy <Lindsay.Nancy@epa.gov>  
**Sent:** Monday, May 4, 2020 3:35 PM  
**To:** Sullivan, Peter <Sullivan.Peter@epa.gov>; Hendrickson, Andrew <Hendrickson.Andrew@epa.gov>; Scarey, Devon <scarey.devon@epa.gov>; Dalrymple, Anne <Dalrymple.Anne@epa.gov>  
**Subject:** FYI: Facility Reopening - need your assistance

**From:** Lindsay, Nancy  
**Sent:** Monday, May 4, 2020 3:34 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Jackson, Yvette <Jackson.Yvette@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>  
**Subject:** RE: Facility Reopening - need your assistance

Hi Donna,

## Ex. 5 Deliberative Process (DP)

Let me know if you need more info.

Nancy Lindsay  
Director, Mission Support Division  
EPA Region 10  
1200 Sixth Ave, Suite 155  
Seattle, WA 98101  
(206) 553-0275

*Region 10 strives to be a fragrance-free workplace. In an effort to improve indoor air quality for our colleagues, please refrain from using perfume, cologne, essential oils, scented after-shave, lotion and other fragrant personal care products. Thank you.*

**From:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>

**Sent:** Monday, May 4, 2020 11:55 AM

**To:** Regional Mission Support Division - Directors <[Regional.Mission.Support.Division.Directors@epa.gov](mailto:Regional.Mission.Support.Division.Directors@epa.gov)>; Regional Mission Support Division - Deputy Directors <[Regional.Mission.Support.Division.Deputy.Directors@epa.gov](mailto:Regional.Mission.Support.Division.Deputy.Directors@epa.gov)>

**Cc:** Jackson, Yvette <[Jackson.Yvette@epa.gov](mailto:Jackson.Yvette@epa.gov)>; Hitchens, Lynnnann <[hitchens.lynnann@epa.gov](mailto:hitchens.lynnann@epa.gov)>; Bell, Matthew <[Bell.Matthew@epa.gov](mailto:Bell.Matthew@epa.gov)>

**Subject:** Facility Reopening - need your assistance

Hi Everyone,

I need your help gathering some specific information on:

**Ex. 5 Deliberative Process (DP)**

# Ex. 5 Deliberative Process (DP)

thanks

## Appointment

---

**From:** Orme-Zavaleta, Jennifer [Orme-Zavaleta.Jennifer@epa.gov]  
**Sent:** 5/20/2020 4:13:57 PM  
**To:** Orme-Zavaleta, Jennifer [Orme-Zavaleta.Jennifer@epa.gov]; Walker, Mary [walker.mary@epa.gov]; Banister, Beverly [Banister.Beverly@epa.gov]; Ashbee, Blake [ashbee.blake@epa.gov]; Gulliford, Jim [gulliford.jim@epa.gov]; Hladick, Christopher [hladick.christopher@epa.gov]; Pirzadeh, Michelle [Pirzadeh.Michelle@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Cascio, Wayne [cascio.wayne@epa.gov]; Baynes, Jeremy [baynes.jeremy@epa.gov]; Baxter, Lisa [Baxter.Lisa@epa.gov]; Mehaffey, Megan [Mehaffey.Megan@epa.gov]  
**CC:** Patterson, Nicole [Patterson.Nicole@epa.gov]  
**Subject:** General Discussion  
**Location:** Microsoft Teams Meeting  
**Start:** 5/20/2020 6:00:00 PM  
**End:** 5/20/2020 6:30:00 PM  
**Show Time As:** Tentative

Demo of ORD Model of Gating Criteria

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### Join Microsoft Teams Meeting

Ex. 6 Personal Privacy (PP) United States, Washington DC (Toll)

Conference ID Ex. 6 Personal Privacy (PP)

Local numbers | Reset PIN | Learn more about Teams | Meeting options

---



## Appointment

---

**From:** Orme-Zavaleta, Jennifer [Orme-Zavaleta.Jennifer@epa.gov]  
**Sent:** 5/20/2020 4:13:57 PM  
**To:** Orme-Zavaleta, Jennifer [Orme-Zavaleta.Jennifer@epa.gov]; Walker, Mary [walker.mary@epa.gov]; Banister, Beverly [Banister.Beverly@epa.gov]; Ashbee, Blake [ashbee.blake@epa.gov]; Gulliford, Jim [gulliford.jim@epa.gov]; Hladick, Christopher [hladick.christopher@epa.gov]; Pirzadeh, Michelle [Pirzadeh.Michelle@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Cascio, Wayne [Cascio.Wayne@epa.gov]; Baynes, Jeremy [baynes.jeremy@epa.gov]; Baxter, Lisa [Baxter.Lisa@epa.gov]; Mehaffey, Megan [Mehaffey.Megan@epa.gov]  
**Subject:** General Discussion  
**Location:** Microsoft Teams Meeting  
**Start:** 5/20/2020 6:00:00 PM  
**End:** 5/20/2020 6:30:00 PM  
**Show Time As:** Tentative

Demo of ORD Model of Gating Criteria

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### Join Microsoft Teams Meeting

Ex. 6 Personal Privacy (PP) United States, Washington DC (Toll)

Conference ID: Ex. 6 Personal Privacy (PP)

Local numbers | Reset PIN | Learn more about Teams | Meeting options

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Message

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**From:** Shaw, Betsy [Shaw.Betsy@epa.gov]  
**Sent:** 6/25/2020 12:29:31 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Jackson, Yvette [Jackson.Yvette@epa.gov]  
**CC:** Orme-Zavaleta, Jennifer [Orme-Zavaleta.Jennifer@epa.gov]; Rodan, Bruce [rodan.bruce@epa.gov]; Sayles, Gregory [Sayles.Gregory@epa.gov]; Edwards, Jonathan [Edwards.Jonathan@epa.gov]; Rowson, David [Rowson.David@epa.gov]; Cherepy, Andrea [Cherepy.Andrea@epa.gov]; Kolb, Laura [Kolb.Laura@epa.gov]  
**Subject:** Follow Up from Indoor Air Discussion  
**Attachments:** COVID-19 and Indoor Air. Ventilation. Filtration. Engineering and Administrative Controls. 6-16. draft final.docx; EPA IED. Indoor Air and COVID-19. Frequently questions about Indoor Air and Coronavirus. 6-17-2020.docx

Hi Donna, Lynnann, and Yvette,

In follow-up to our recent discussion of indoor air, ventilation and filtration in the context of reopening EPA facilities, here are two documents developed by our Indoor Environments Division to support your work and engagement with GSA and facility managers. The first is a set of Indoor Air, Ventilation, and Filtration recommendations for building readiness and operations. The document includes references and guidance from CDC, ASHRAE and EPA that support these recommendations. The second document includes the COVID-19 indoor air questions currently posted on EPA's public-facing website (which is also cited in the first document).

As we discussed,

## Ex. 5 Deliberative Process (DP)

# Ex. 5 Deliberative Process (DP)

I'm copying our ORD colleagues on this email to keep them in the loop.

Thanks,

Betsy

Message

---

**From:** Jackson, Yvette [Jackson.Yvette@epa.gov]  
**Sent:** 6/22/2020 10:51:58 PM  
**To:** Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]  
**CC:** Daniels, Alva [daniels.alva@epa.gov]; Morina, Lenée [Morina.Lenee@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Subject:** RE: Facilities Update

You're welcome.

---

**From:** Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>  
**Sent:** Monday, June 22, 2020 6:51 PM  
**To:** Jackson, Yvette <Jackson.Yvette@epa.gov>  
**Cc:** Daniels, Alva <daniels.alva@epa.gov>; Morina, Lenée <Morina.Lenee@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Subject:** Re: Facilities Update

Thank you!

Shakeba Carter-Jenkins  
Communications Director &  
Senior Special Assistant  
Office of Mission Support -Immediate Office  
202-564-6385 (o) | Ex. 6 Personal Privacy (PP)

"I've learned you can tell a lot about a person by the way (s)he handles these three things: a rainy day, lost luggage, and tangled Christmas tree lights." Maya Angelou

On Jun 22, 2020, at 6:13 PM, Jackson, Yvette <[Jackson.Yvette@epa.gov](mailto:Jackson.Yvette@epa.gov)> wrote:

Hi Shakeba. It has been sent.

---

**From:** Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>  
**Sent:** Monday, June 22, 2020 5:29 PM  
**To:** Jackson, Yvette <[Jackson.Yvette@epa.gov](mailto:Jackson.Yvette@epa.gov)>; Daniels, Alva <[daniels.alva@epa.gov](mailto:daniels.alva@epa.gov)>  
**Cc:** Morina, Lenée <[Morina.Lenee@epa.gov](mailto:Morina.Lenee@epa.gov)>; Hitchens, Lynnann <[hitchens.lynnann@epa.gov](mailto:hitchens.lynnann@epa.gov)>  
**Subject:** Facilities Update  
**Importance:** High

Hi Yvette, attached is the facility update to HQ employees about our Phase 1 reopening. Donna wants this go asap. I've also attached the OMS banner.

Please let me know if you need anything else.

Shakeba Carter-Jenkins  
Communications Director &  
*Senior Special Assistant*  
*Office of Mission Support, U.S. Environmental Protection Agency*  
[carter-jenkins.shakeba@epa.gov](mailto:carter-jenkins.shakeba@epa.gov) | 202-564-6385 | **Ex. 6 Personal Privacy (PP)** | WJC North 3330  
*Mailing Address: 1200 Pennsylvania Avenue, NW, Washington, DC 20460*

"I've learned you can tell a lot about a person by the way (s)he handles these three things: a rainy day, lost luggage, and tangled Christmas tree lights." Maya Angelou

## Appointment

---

**From:** Idsal, Anne [idsal.anne@epa.gov]  
**Sent:** 6/19/2020 2:18:40 PM  
**To:** Idsal, Anne [idsal.anne@epa.gov]; OAR-DCOAR [OARDCOAR@epa.gov]; Baxter, Lisa [Baxter.Lisa@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Jackson, Yvette [Jackson.Yvette@epa.gov]; Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]  
**CC:** Harlow, David [harlow.david@epa.gov]; Franklin, Pamela [Franklin.Pamela@epa.gov]; Pastorkovich, Anne-Marie [Pastorkovich.Anne-Marie@epa.gov]; Browne, Cynthia [Browne.Cynthia@epa.gov]; Gilliland, Sarah [gilliland.sarah@epa.gov]; Shelby, Michael [Shelby.Michael@epa.gov]; Lalani, Imran [Lalani.Imran@epa.gov]; Cook, Leslie [Cook.Leslie@epa.gov]; Whitehurst, Shanika [whitehurst.shanika@epa.gov]; DeFigueiredo, Mark [DeFigueiredo.Mark@epa.gov]; Iglesias, Amber [Iglesias.Amber@epa.gov]; Hoyt, Sarita [Hoyt.Sarita@epa.gov]; Roberts, Timothy-P [Roberts.Timothy-P@epa.gov]; Hawkins, Julie [Hawkins.Julie@epa.gov]; Kroloff, Emily [Kroloff.Emily@epa.gov]; Shell, Michael [Shell.Michael@epa.gov]; Montoya, Laura [montoya.laura@epa.gov]; Rosencrantz, Ingrid [Rosencrantz.Ingrid@epa.gov]; Crimmins, Allison [Crimmins.Allison@epa.gov]; Imegwu, Akachi [Imegwu.Akachi@epa.gov]; Carroll, Maria [carroll.maria@epa.gov]; Rafelski, Lauren [Rafelski.Lauren@epa.gov]; Vincent, Marc [Vincent.Marc@epa.gov]; Rim, Elisa [Rim.Elisa@epa.gov]; Dupont, Andy [Dupont.Andy@epa.gov]; Zatz, Michael [Zatz.Michael@epa.gov]; Hurst, Nicholas [hurst.nicholas@epa.gov]; Worley, Christopher [worley.christopher@epa.gov]; Bowker, George [Bowker.George@epa.gov]; Geer, Eric [Geer.Eric@epa.gov]; Garner, Dorothy [Garner.Dorothy@epa.gov]; Scharko, Nicole [Scharko.Nicole@epa.gov]; Ibarra, Michelle [Ibarra.Michelle@epa.gov]; Martinich, Jeremy [Martinich.Jeremy@epa.gov]; Mcquilkin, Wendy [Mcquilkin.Wendy@epa.gov]; Sharac, Timothy [Sharac.Timothy@epa.gov]; Park, Ga-Young [park.ga-young@epa.gov]; Miller, Melinda [miller.melinda@epa.gov]; Nichols, Louis [Nichols.Louis@epa.gov]; Weinstock, Larry [Weinstock.Larry@epa.gov]; Jones, Jacqueline [Jones.Jacqueline@epa.gov]; Butler, Karen [Butler.Karen@epa.gov]; Maranion, Bella [Maranion.Bella@epa.gov]; Lewis, Judith [Lewis.Judith@epa.gov]; Schmeltz, Rachel [Schmeltz.Rachel@epa.gov]; Nelson, Neal [Nelson.Neal@epa.gov]; Mark, Jeremy [Mark.Jeremy@epa.gov]; Hall, Brendan [hall.brendan@epa.gov]; Veit Maia, Cynthia [VeitMaia.Cynthia@epa.gov]; Conlin, Beth [Conlin.Beth@epa.gov]; Sleasman, Katherine [Sleasman.Katherine@epa.gov]; Graff, Michelle [graff.michelle@epa.gov]; Ferland, Henry [Ferland.Henry@epa.gov]; Critchfield, James [Critchfield.James@epa.gov]; Master, Barbora [Master.Barbora@epa.gov]; DeBord, Steven [DeBord.Steven@epa.gov]; Hollerbach, Kevin [hollerbach.kevin@epa.gov]; Reddick, Lorraine [Reddick.Lorraine@epa.gov]; Livingston, Josephine [Livingston.Josephine@epa.gov]; Ludwig, Victoria [Ludwig.Victoria@epa.gov]; Nesky, Anthony [Nesky.Tony@epa.gov]; Doherty, Sharron [DOHERTY.SHARRON@EPA.GOV]; Clayton, Margie [Clayton.Margie@epa.gov]; Reed, Clark [Reed.Clark@epa.gov]; Gould, Caitlin [Gould.Caitlin@epa.gov]; Lee, Raymond [Lee.Raymond@epa.gov]; Mazza, Carl [Mazza.Carl@epa.gov]; Galperin, Diana [Galperin.Diana@epa.gov]; Godwin, Dave [Godwin.Dave@epa.gov]; Siegel, Kelly C. [Siegel.KellyC@epa.gov]; Hall-Jordan, Luke [Hall-Jordan.Luke@epa.gov]; Wolfe, Michael [Wolfe.Michael@epa.gov]; Lau, Patrick [Lau.Patrick@epa.gov]; Li, Jia [Li.Jia@epa.gov]; Taylor, Gwendolyn [Taylor.Gwendolyn@epa.gov]; Riggs, Rebecca [Riggs.Rebecca@epa.gov]; Hatcher, Caterina [Hatcher.Caterina@epa.gov]; Montoro, Marta [Montoro.Marta@epa.gov]; Blubaugh, Jim [Blubaugh.Jim@epa.gov]; Goodiel, Elizabeth [Goodiel.Elizabeth@epa.gov]; Frankiewicz, Thomas [Frankiewicz.Thomas@epa.gov]; Cappel, Kirsten [Cappel.Kirsten@epa.gov]; Jantz-Sell, Taylor [Jantz-Sell.Taylor@epa.gov]; Meyer, Ellen [meyer.ellen@epa.gov]; Chang, Ming [Chang.Ming@epa.gov]; Swift, Faye [Swift.Faye@epa.gov]; Shogren, Angela [Shogren.Angela@epa.gov]; Clouse, Matt [Clouse.Matt@epa.gov]; Hyde, Courtney [Hyde.Courtney@epa.gov]; Holloway, Mike [Holloway.Mike@epa.gov]; Farquharson, Chenise [Farquharson.Chenise@epa.gov]; Mosser, Jennifer [Mosser.Jennifer@epa.gov]; Robertson, Joan [robertson.joan@epa.gov]; Simon, Karl [Simon.Karl@epa.gov]; Snead, Kathryn [Snead.Kathryn@epa.gov]; Copeland, Darlene [copeland.darlene@epa.gov]; Dutrow, Elizabeth [Dutrow.Elizabeth@epa.gov]; Daken, Abigail [Daken.Abigail@epa.gov]; Martinez, Carlos [Martinez.Carlos@epa.gov]; Johnson, Travis [Johnson.Travis@epa.gov]; Wirth, Tom [Wirth.Tom@epa.gov]; Johnson, Dennis [Johnson.Dennis@epa.gov]; Painter, Michele [Painter.Michele@epa.gov]; Kral, Katrin [Kral.Katrin@epa.gov]; Bogle, Stephanie [bogle.stephanie@epa.gov]; Fujii, Kristen [Fujii.Kristen@epa.gov]; Hopkins, Daniel [Hopkins.Daniel@epa.gov]; Weihrauch, John [Weihrauch.John@epa.gov]; Tong, Xinyue [Tong.Xinyue@epa.gov]; Lubetsky, Jonathan [Lubetsky.Jonathan@epa.gov]; Bailey, Ann [Bailey.Ann@epa.gov]; Gustafson, Kurt [Gustafson.Kurt@epa.gov]; Sims, Ryan [Sims.Ryan@epa.gov]; Schweinfurth, Rob [Schweinfurth.Rob@epa.gov]; Long, Bill [Long.Bill@epa.gov]; McFarland, James [McFarland.James@epa.gov]; Wozniak, Gerald [Wozniak.Gerald@epa.gov]; Snyder, Carolyn [Snyder.Carolyn@epa.gov]; Crk, Tanja [Crk.Tanja@epa.gov]; Dietrich, Gwen [Dietrich.Gwen@epa.gov]; Gentile, Lauren [Gentile.Lauren@epa.gov]; White, Rick [White.Rick@epa.gov]; Wright, Cherie [Wright.Cherie@epa.gov]; Assmus, Phillip [Assmus.Phillip@epa.gov]; Heard, Geanetta [Heard.Geanetta@epa.gov]; Naik-Dhungel, Neeharika

[Naik-Dhungel.Neeharika@epa.gov]; Prioleau, Magnus [prioleau.wagnus@epa.gov]; Fogle, Ryan [fogle.ryan@epa.gov]; Atkinson, Ephraim [Atkinson.Ephraim@epa.gov]; Morgan, Ruthw [morgan.ruthw@epa.gov]; Miller, Julia [Miller.Julia@epa.gov]; Dickinson, David [Dickinson.David@epa.gov]; Bagnoli, Peggy [Bagnoli.Peggy@epa.gov]; Birnbaum, Rona [Birnbaum.Rona@epa.gov]; Peacock, Grant [Peacock.Grant@epa.gov]; Lynch, Jason [Lynch.Jason@epa.gov]; Harvey, Reid [Harvey.Reid@epa.gov]; Adamantiades, Mikhail [Adamantiades.Mikhail@epa.gov]; Hassell, Renae [Hassell.Renae@epa.gov]; Huetteman, Justine [huetteman.justine@epa.gov]; Burton, Laureen [Burton.Laureen@epa.gov]; Dedjinou, Pascal [Dedjinou.Pascal@epa.gov]; Wilcox, Jason [Wilcox.Jason@epa.gov]; Landolfi, Robert [Landolfi.Robert@epa.gov]; Hannan, Michael [hannan.michael@epa.gov]; Vonneida, Bill [Vonneida.Bill@epa.gov]; Desai, Mausami [Desai.Mausami@epa.gov]; Bohman, Jennifer [Bohman.Jennifer@epa.gov]; Durkin, Kim [Durkin.Kim@epa.gov]; Kent, Christopher [Kent.Christopher@epa.gov]; Froman, Sarah [Froman.Sarah@epa.gov]; Johnson, AaronS [johnson.aarons@epa.gov]; Clark, Ray [Clark.Ray@epa.gov]; Shannon, Danielle [shannon.danielle@epa.gov]; Edelman, Risa [edelman.risa@epa.gov]; Akerman, Nancy [Akerman.Nancy@epa.gov]; Bollerud, Erica [Bollerud.Erica@epa.gov]; Raymond, Kelley [Raymond.Kelley@epa.gov]; Koester, Christine [koester.christine@epa.gov]; Vansickle, Karen [Vansickle.Karen@epa.gov]; Lupinacci, Jean [Lupinacci.Jean@epa.gov]; Brown, Sheila D. [Brown.Sheila@epa.gov]; Eisele, Adam [Eisele.Adam@epa.gov]; Kayin, Serpil [Kayin.Serpil@epa.gov]; Tatakis, Lisa [Tatakis.Lisa@epa.gov]; Chen, Gary [chen.gary@epa.gov]; Millett, John [Millett.John@epa.gov]; Bennett, Isabella [Bennett.Isabella@epa.gov]; Lightfoot, Jeanette [lightfoot.jeanette@epa.gov]; Sopata, Joe [Sopata.Joe@epa.gov]; Cohen, Michael [Cohen.Michael@epa.gov]; Hassan, Nora [hassan.nora@epa.gov]; Major, Jonathan [Major.Jonathan@epa.gov]; Rowson, David [Rowson.David@epa.gov]; Stevens, Katherine [stevens.katherine@epa.gov]; Sullivan, Alexandra [Sullivan.Alexandra@epa.gov]; Cappuccilli, Eva [cappuccilli.eva@epa.gov]; Schultheisz, Daniel [Schultheisz.Daniel@epa.gov]; Somoza, Sandra [Somoza.Sandra@epa.gov]; Proctor, Chelsea [proctor.chelsea@epa.gov]; Byrne, Meghan [Byrne.Meghan@epa.gov]; Haeuber, Richard [Haeuber.Richard@epa.gov]; Steele, Mariah [Steele.Mariah@epa.gov]; Mitchell, Tracey [Mitchell.Tracey@epa.gov]; LaRue, Steven [LaRue.Steven@epa.gov]; Jefferson, Catrice [Jefferson.Catrice@epa.gov]; Newberg, Cindy [Newberg.Cindy@epa.gov]; Sarofim, Marcus [Sarofim.Marcus@epa.gov]; White, Sharon [White.Sharon@epa.gov]; Ford, Sharon [Ford.Sharon@epa.gov]; Marusiak, Eleanor [Marusiak.Eleanor@epa.gov]; Branch, Paula [Branch.Paula@epa.gov]; Ilacqua, Vito [Ilacqua.Vito@epa.gov]; Holland, Abby [holland.abby@epa.gov]; Bryson, Joe [Bryson.Joe@epa.gov]; Matakas, Lauren [matakas.lauren@epa.gov]; Glatting, Stacy [glatting.stacy@epa.gov]; Walker, Lakeshia [Walker.Lakeshia@epa.gov]; Koh, Eunjee [koh.eunjee@epa.gov]; Moss, Jacob [Moss.Jacob@epa.gov]; Burgess, Matthew [burgess.matthew@epa.gov]; Alpert, Adina [Alpert.Adina@epa.gov]; McCubbin, Courtney [McCubbin.Courtney@epa.gov]; Slade, Reginald [Slade.Reginald@epa.gov]; Veal, Lee [Veal.Lee@epa.gov]; Riley, Scott M. 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[Dollison.Larry@epa.gov]; Childers, Pat [Childers.Pat@epa.gov]; Lawson, Jerry [Lawson.Jerry@epa.gov]; Kubes, Cassandra [Kubes.Cassandra@epa.gov]; Flores, Nick [Flores.Nick@epa.gov]; Sofka, Gwyndolyn [Sofka.Gwyndolyn@epa.gov]; Gabbay, Altan [Gabbay.Altan@epa.gov]; Biggs, Robert [biggs.robert@epa.gov]; Scott, Blanche [scott.blanche@epa.gov]; Cronin, Daniel [Cronin.Daniel@epa.gov]; Torrent, Carmen [Torrent.Carmen@epa.gov]; Hubbard, Secody [Hubbard.Secody@epa.gov]; Davis, Sharon [Davis.Sharon@epa.gov]; Johnson, Sabrina [Johnson.Sabrina@epa.gov]; DeCair, Sara [DeCair.Sara@epa.gov]; Price, Doris [Price.Doris@epa.gov]; Moses, Darryl [moses.darryl@epa.gov]; Shoaff, John [Shoaff.John@epa.gov]; Casey, James [Casey.James.G@epa.gov]; Shimek, Susie [Shimek.Susie@epa.gov]; Zaremski, Sara [zaremski.sara@epa.gov]; Culligan, Kevin [Culligan.Kevin@epa.gov]; Schreifels, Jeremy [Schreifels.Jeremy@epa.gov]; Littleton, Brian [Littleton.Brian@epa.gov]; Wieder, Jessica [Wieder.Jessica@epa.gov]; Costa, Shelley [Costa.Shelley@epa.gov]; Marbury, Candice [Marbury.Candice@epa.gov]; Eschmann, Erich [Eschmann.Erich@epa.gov]; Woodruff-Simms, Cynthia [woodruff-simms.cynthia@epa.gov]; Campbell, Ann [Campbell.Ann@epa.gov]; Watson, Shaundrelle [watson.shaundrelle@epa.gov]; Dong, Jaimee [Dong.Jaimee@epa.gov]; Smith, Alisa [Smith.Alisa@epa.gov]; Peake, Tom [Peake.Tom@epa.gov]; Chiu, Ann [Chiu.Ann@epa.gov]; Walsh, Jonathan [Walsh.Jonathan@epa.gov]; Fortney, Benjamin [Fortney.Benjamin@epa.gov]; Snapp, Lisa [snapp.lisa@epa.gov]; Patulski, Meg [patulski.meg@epa.gov]; Henning, Julie [henning.julie@epa.gov]; Moltzen, Michael [Moltzen.Michael@epa.gov]; Watson, Stephanie [Watson.Stephanie@epa.gov]; Waltzer, Suzanne [Waltzer.Suzanne@epa.gov]; Jachim, Jenny [Jachim.Jenny@epa.gov]; Schmeltz, David [Schmeltz.David@epa.gov]; Hellberg, Dennis [Hellberg.Dennis@epa.gov]; Erb, Anthony [Erb.Anthony@epa.gov]; Stewart, Gwen [Stewart.Gwen@epa.gov]; Nguyen, Theresa [Nguyen.Theresa@epa.gov]; Ellis, Jerry [Ellis.Jerry@epa.gov]; Hockstad, Leif [Hockstad.Leif@epa.gov]; Heese, Michael [Heese.Michael@epa.gov]; OpresdEPA Employees [afge3331bues@gmail.com]; Al-Mudallal, Amer [Al-Mudallal.Amer@epa.gov]; Hillock, Craig [Hillock.Craig@epa.gov]; Vokes, Kathleen [Vokes.Kathleen@epa.gov]; Hooper, Daniel [hooper.daniel@epa.gov]; Anoma, Valentine [Anoma.Valentine@epa.gov]; Macri, Daniel [macri.daniel@epa.gov]; King, Luddie [King.Luddie@epa.gov]; Zoellner, Laura [Zoellner.Laura@epa.gov]; Seibert, Elliot [seibert.elliott@epa.gov]; Kolb, Laura [Kolb.Laura@epa.gov]; Lynne, Diane [Lynne.Diane@epa.gov]; Hoppe, Allison [hoppe.allison@epa.gov]; Medici, Andrea [medici.andrea@epa.gov]; 'Jose M. Solar' [jose\_solar@hotmail.com]; Faulkner, Martha [Faulkner.Martha@epa.gov]; Bird, Laurina [Bird.Laurina@epa.gov]; Banwell, Peter [Banwell.Peter@epa.gov]; Denny, Andrea [Denny.Andrea@epa.gov]; Junga, Eric [Junga.Eric@epa.gov]

**Subject:** OAR Town Hall for DC-Based Employees  
**Attachments:** EPA Live Events for Attendee\_Instructions v2.docx  
**Location:** Live Event

Start: 6/29/2020 3:00:00 PM  
End: 6/29/2020 4:00:00 PM  
Show Time As: Tentative



EPA Live Events  
for Attendee\_Inst...

Circumstances necessitated a rescheduling of the town hall for OAR's DC personnel, which fortunately will allow more time for review of the HQ reopening plan. Thank you for your understanding!

\*\*\*\*\*  
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Please join OAR Principal Deputy Assistant Administrator Anne Idsal for a DC-only Town Hall. She will be joined by Lisa Baxter from the Office of Research and Development who will explain the Facility Dashboard ORD has developed to help assess the gating criteria which inform reopening decisions. Lynnann Hitchens, Acting Deputy Assistant Administrator for Administration and Resources Management in the Office of Mission Support (OMS), will also be on hand to discuss the Headquarters Reopening Plan and help answer questions.

#### Agenda

3:00 p.m.	Opening Remarks	Anne Idsal, OAR
3:10 p.m.	Facility Dashboard	Lisa Baxter, ORD
3:25 p.m.	HQ Reopening Plan	Lynnann Hitchens, OMS
3:40 p.m.	Q and A	All
4:00 p.m.	Adjourn	

The meeting will be hosted in Teams Live Event. You will need to connect to the meeting with your computer using the link below. Teams Live Event does not allow meeting participants to speak with each other or the presenters, but there will be a Q&A area on your screen where you can type questions for the presenters. A moderator will read questions for everyone to hear and then the appropriate presenter can respond.

The attachment contains directions on how to join the meeting, submit questions for the presenters, and adjust how you view the meeting.

### Join the Town Hall

Several days or more after the Town Hall a recording, a transcript, and questions and answers will be posted. The link to the location where the materials will be posted is below.

### View the Meeting Materials





Message

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**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 5/17/2020 7:33:36 PM  
**To:** Helm, Arron [Helm.Arron@epa.gov]  
**CC:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Subject:** Re: NIH reopening framework

Thanks

On May 17, 2020, at 11:14 AM, Helm, Arron <Helm.Arron@epa.gov> wrote:

FYI.

Sent from my iPhone

Begin forwarded message:

**From:** "Long, Christopher (NIH/NIEHS) [E]" <longwc@niehs.nih.gov>  
**Date:** May 15, 2020 at 4:41:42 PM EDT  
**To:** "Helm, Arron" <Helm.Arron@epa.gov>  
**Subject:** NIH reopening framework

Arron,

FYI only, the NIH "return to the physical workspace" guidance was released today. Attached.

Note that "ICs" refers to Institutes and Centers – NIEHS is one of the 27 ICs.

## Ex. 5 Deliberative Process (DP)

Have a good weekend.

Chris

---

**Chris Long**

Associate Director for Management/Executive Officer, NIEHS

Direct dial - 984-287-3816 / **Ex. 6 Personal Privacy (PP)** / Assistance - 984-287-3815

[www.niehs.nih.gov](http://www.niehs.nih.gov)

<return-physical-workspace-20200515.pdf>

Message

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**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 5/28/2020 10:56:36 AM  
**To:** Bell, Matthew [Bell.Matthew@epa.gov]  
**CC:** Braxton, Marilyn [Braxton.Marilyn@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Subject:** Re: Help

Thank you

On May 28, 2020, at 4:55 AM, Bell, Matthew <Bell.Matthew@epa.gov> wrote:

Got it

Sincerely,

**Matthew Bell**

Senior Advisor  
Office of Mission Support  
U.S. Environmental Protection Agency  
(202)564-3282

---

**From:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Sent:** Wednesday, May 27, 2020 7:16 PM  
**To:** Bell, Matthew <Bell.Matthew@epa.gov>  
**Cc:** Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Subject:** Help

Matt, tomorrow first thing can you look up the reopening status of Kansas, Missouri Wyandotte County KS and Johnson County KS? Doug is looking for what the local and state governments are doing. For example – what is open. thanks

Message

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**From:** Braxton, Marilyn [Braxton.Marilyn@epa.gov]  
**Sent:** 5/21/2020 12:18:33 PM  
**To:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Gantt, Melissa [Gantt.Melissa@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]; Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]; Noga, Vaughn [Noga.Vaughn@EPA.GOV]; Henderson, Austin [Henderson.Austin@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]; Saunders-Gadri, Linda [Saunders-Gadri.Linda@epa.gov]; Alvarado, David [alvarado.david@epa.gov]  
**Subject:** RE: Test Run

Got it. Thanks!

Regards!

Marilyn A. Braxton, OMS Chief of Staff  
202-564-8192

Ex. 6 Personal Privacy (PP)

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**From:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Sent:** Thursday, May 21, 2020 8:18 AM  
**To:** Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Gantt, Melissa <Gantt.Melissa@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Henderson, Austin <Henderson.Austin@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>; Saunders-Gadri, Linda <Saunders-Gadri.Linda@epa.gov>; Alvarado, David <alvarado.david@epa.gov>  
**Subject:** RE: Test Run

Donna/Marilyn –

There were two questions listed on the agenda for Donna's response. I can address #1 when I discuss the Gating Criteria.

Lynnann Hitchens  
Acting Deputy Assistant Administrator for  
Administration and Resources Management  
Office of Mission Support  
US EPA

P: 202-564-3184

Ex. 6 Personal Privacy (PP)

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**From:** Braxton, Marilyn <Braxton.Marilyn@epa.gov>  
**Sent:** Tuesday, May 19, 2020 12:54 PM  
**To:** Gantt, Melissa <Gantt.Melissa@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Henderson, Austin <Henderson.Austin@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>; Saunders-Gadri, Linda <Saunders-Gadri.Linda@epa.gov>; Alvarado, David <alvarado.david@epa.gov>  
**Subject:** RE: Test Run

All – the current draft agenda and our general slideshow is attached.

Regards!

Marilyn A. Braxton, OMS Chief of Staff  
202-564-8192

Ex. 6 Personal Privacy (PP)

-----Original Appointment-----

**From:** Gantt, Melissa <Gantt.Melissa@epa.gov>

**Sent:** Tuesday, May 19, 2020 12:18 PM

**To:** Gantt, Melissa; Vizian, Donna; Carter-Jenkins, Shakeba; Noga, Vaughn; Hitchens, Lynnann; Henderson, Austin; Braxton, Marilyn; Bell, Matthew; Saunders-Gadri, Linda; Alvarado, David

**Subject:** Test Run

**When:** Tuesday, May 19, 2020 3:00 PM-4:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Microsoft Teams Meeting

Don't forward this invitation. Go to Microsoft Teams to invite additional people.

This is a "Test Run"

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Microsoft Teams

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Ex. 5 Deliberative Process (DP)

United States, Washington DC (Toll)

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Ex. 5 Deliberative Process (DP)

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Manage live event resources

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## Appointment

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**From:** Idsal, Anne [idsal.anne@epa.gov]  
**Sent:** 6/19/2020 2:18:40 PM  
**To:** Idsal, Anne [idsal.anne@epa.gov]; OAR-DCOAR [OARDCOAR@epa.gov]; Baxter, Lisa [Baxter.Lisa@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Jackson, Yvette [Jackson.Yvette@epa.gov]; Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]  
**CC:** Harlow, David [harlow.david@epa.gov]; Franklin, Pamela [Franklin.Pamela@epa.gov]; Pastorkovich, Anne-Marie [Pastorkovich.Anne-Marie@epa.gov]; Browne, Cynthia [Browne.Cynthia@epa.gov]; Gilliland, Sarah [gilliland.sarah@epa.gov]; Shelby, Michael [Shelby.Michael@epa.gov]; Lalani, Imran [Lalani.Imran@epa.gov]; Cook, Leslie [Cook.Leslie@epa.gov]; Whitehurst, Shanika [whitehurst.shanika@epa.gov]; DeFigueiredo, Mark [DeFigueiredo.Mark@epa.gov]; Iglesias, Amber [Iglesias.Amber@epa.gov]; Hoyt, Sarita [Hoyt.Sarita@epa.gov]; Roberts, Timothy-P [Roberts.Timothy-P@epa.gov]; Hawkins, Julie [Hawkins.Julie@epa.gov]; Kroloff, Emily [Kroloff.Emily@epa.gov]; Shell, Michael [Shell.Michael@epa.gov]; Montoya, Laura [montoya.laura@epa.gov]; Rosencrantz, Ingrid [Rosencrantz.Ingrid@epa.gov]; Crimmins, Allison [Crimmins.Allison@epa.gov]; Imegwu, Akachi [Imegwu.Akachi@epa.gov]; Carroll, Maria [carroll.maria@epa.gov]; Rafelski, Lauren [Rafelski.Lauren@epa.gov]; Vincent, Marc [Vincent.Marc@epa.gov]; Rim, Elisa [Rim.Elisa@epa.gov]; Dupont, Andy [Dupont.Andy@epa.gov]; Zatz, Michael [Zatz.Michael@epa.gov]; Hurst, Nicholas [hurst.nicholas@epa.gov]; Worley, Christopher [worley.christopher@epa.gov]; Bowker, George [Bowker.George@epa.gov]; Geer, Eric [Geer.Eric@epa.gov]; Garner, Dorothy [Garner.Dorothy@epa.gov]; Scharko, Nicole [Scharko.Nicole@epa.gov]; Ibarra, Michelle [Ibarra.Michelle@epa.gov]; Martinich, Jeremy [Martinich.Jeremy@epa.gov]; Mcquilkin, Wendy [Mcquilkin.Wendy@epa.gov]; Sharac, Timothy [Sharac.Timothy@epa.gov]; Park, Ga-Young [park.ga-young@epa.gov]; Miller, Melinda [miller.melinda@epa.gov]; Nichols, Louis [Nichols.Louis@epa.gov]; Weinstock, Larry [Weinstock.Larry@epa.gov]; Jones, Jacqueline [Jones.Jacqueline@epa.gov]; Butler, Karen [Butler.Karen@epa.gov]; Maranion, Bella [Maranion.Bella@epa.gov]; Lewis, Judith [Lewis.Judith@epa.gov]; Schmeltz, Rachel [Schmeltz.Rachel@epa.gov]; Nelson, Neal [Nelson.Neal@epa.gov]; Mark, Jeremy [Mark.Jeremy@epa.gov]; Hall, Brendan [hall.brendan@epa.gov]; Veit Maia, Cynthia [VeitMaia.Cynthia@epa.gov]; Conlin, Beth [Conlin.Beth@epa.gov]; Sleasman, Katherine [Sleasman.Katherine@epa.gov]; Graff, Michelle [graff.michelle@epa.gov]; Ferland, Henry [Ferland.Henry@epa.gov]; Critchfield, James [Critchfield.James@epa.gov]; Master, Barbora [Master.Barbora@epa.gov]; DeBord, Steven [DeBord.Steven@epa.gov]; Hollerbach, Kevin [hollerbach.kevin@epa.gov]; Reddick, Lorraine [Reddick.Lorraine@epa.gov]; Livingston, Josephine [Livingston.Josephine@epa.gov]; Ludwig, Victoria [Ludwig.Victoria@epa.gov]; Nesky, Anthony [Nesky.Tony@epa.gov]; Doherty, Sharron [DOHERTY.SHARRON@EPA.GOV]; Clayton, Margie [Clayton.Margie@epa.gov]; Reed, Clark [Reed.Clark@epa.gov]; Gould, Caitlin [Gould.Caitlin@epa.gov]; Lee, Raymond [Lee.Raymond@epa.gov]; Mazza, Carl [Mazza.Carl@epa.gov]; Galperin, Diana [Galperin.Diana@epa.gov]; Godwin, Dave [Godwin.Dave@epa.gov]; Siegel, Kelly C. 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Solar' [jose\_solar@hotmail.com]; Faulkner, Martha [Faulkner.Martha@epa.gov]; Bird, Laurina [Bird.Laurina@epa.gov]; Banwell, Peter [Banwell.Peter@epa.gov]; Middleton, Monica [Middleton.Monica@epa.gov]; Chang, Alice [Chang.Alice@epa.gov]; Denny, Andrea [Denny.Andrea@epa.gov]; Steller, John [Steller.John@epa.gov]; Junga, Eric [Junga.Eric@epa.gov]

**Subject:** OAR Town Hall for DC-Based Employees  
**Attachments:** EPA Live Events for Attendee\_Instructions v2.docx  
**Location:** Live Event



Start: 6/29/2020 3:00:00 PM  
End: 6/29/2020 4:00:00 PM  
Show Time As: Busy



EPA Live Events  
for Attendee\_Inst...

Circumstances necessitated a rescheduling of the town hall for OAR's DC personnel, which fortunately will allow more time for review of the HQ reopening plan. Thank you for your understanding!

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Please join OAR Principal Deputy Assistant Administrator Anne Idsal for a DC-only Town Hall. She will be joined by Lisa Baxter from the Office of Research and Development who will explain the Facility Dashboard ORD has developed to help assess the gating criteria which inform reopening decisions. Lynnann Hitchens, Acting Deputy Assistant Administrator for Administration and Resources Management in the Office of Mission Support (OMS), will also be on hand to discuss the Headquarters Reopening Plan and help answer questions.

#### Agenda

3:00 p.m.	Opening Remarks	Anne Idsal, OAR
3:10 p.m.	Facility Dashboard	Lisa Baxter, ORD
3:25 p.m.	HQ Reopening Plan	Lynnann Hitchens, OMS
3:40 p.m.	Q and A	All
4:00 p.m.	Adjourn	

The meeting will be hosted in Teams Live Event. You will need to connect to the meeting with your computer using the link below. Teams Live Event does not allow meeting participants to speak with each other or the presenters, but there will be a Q&A area on your screen where you can type questions for the presenters. A moderator will read questions for everyone to hear and then the appropriate presenter can respond.

The attachment contains directions on how to join the meeting, submit questions for the presenters, and adjust how you view the meeting.

### Join the Town Hall

Several days or more after the Town Hall a recording, a transcript, and questions and answers will be posted. The link to the location where the materials will be posted is below.

### View the Meeting Materials



## Appointment

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**From:** Hitchens, Lynnann [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=76CC2F6436CF45B89D2A09AB6F9FDFB5-HITCHENS, LYNNANN]  
**Sent:** 5/12/2020 2:43:14 PM  
**To:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]; Braxton, Marilyn [Braxton.Marilyn@epa.gov]  
**Subject:** Review Comments on Guidance  
**Location:** Microsoft Teams Meeting  
**Start:** 5/12/2020 9:00:00 PM  
**End:** 5/12/2020 9:30:00 PM  
**Show Time As:** Busy

Marilyn – I've been forwarding the comments as I receive them, and keeping a list of who responded. If you can pull the comments together in a chart and try to group them, we can go through them at 5 today. Concentrate on the Reopening document first, as this is what we will need to edit and get back to Doug. Thanks --

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### Join Microsoft Teams Meeting

Ex. 5 Deliberative Process (DP) United States, Washington DC (Toll)

Conference ID: Ex. 5 Deliberative Process (DP)

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

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Message

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**From:** Gamache, Christopher D. **Ex. 6 Personal Privacy (PP)**  
**Sent:** 7/17/2020 5:51:19 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**CC:** Hickey, Mike J. **Ex. 6 Personal Privacy (PP)** Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Subject:** Re: Facility Spreadsheet

Thank you! Have a great weekend.

Sent from my iPhone

On Jul 17, 2020, at 10:54 AM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Hi – We did not move any facility forward in the reopening this week. The gating criteria was not met. I will post a spreadsheet with today's date.

Enjoy the weekend!

Message

**From:** Braxton, Marilyn [Braxton.Marilyn@epa.gov]  
**Sent:** 7/17/2020 12:32:49 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Subject:** RE: Incoming Correspondence - Suspense: 28 Jul

Ok

Regards!

Marilyn A. Braxton, OMS Chief of Staff  
202-564-8192

Ex. 6 Personal Privacy (PP)

---

**From:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Sent:** Friday, July 17, 2020 8:27 AM  
**To:** Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Subject:** FW: Incoming Correspondence - Suspense: 28 Jul

Not sure I would include the **Ex. 5 Deliberative Process (DP)**

---

**From:** Daniels, Alva <daniels.alva@epa.gov>  
**Sent:** Friday, July 17, 2020 8:05 AM  
**To:** Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Gantt, Melissa <Gantt.Melissa@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Kamen, Mara <kamen.mara@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Patterson, Nicole <Patterson.Nicole@epa.gov>; Robertson, Mary <Robertson.Mary@epa.gov>; Jackson, Yvette <Jackson.Yvette@epa.gov>; Morina, Lenae <Morina.Lenae@epa.gov>; Patrick, Kimberly <Patrick.Kimberly@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>; Macht, Jennifer <Macht.Jennifer@epa.gov>  
**Cc:** Bell, Matthew <Bell.Matthew@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; Saunders-Gadri, Linda <Saunders-Gadri.Linda@epa.gov>; Alston, Cynthia <Alston.Cynthia@epa.gov>; Daniels, Alva <daniels.alva@epa.gov>  
**Subject:** RE: Incoming Correspondence - Suspense: 28 Jul

Good morning-

OA responses to Questions 15a and 16 are below:

15. What steps have you taken to limit COVID-19 exposure for employees who must interact with the public during the pandemic, either through field visits outside the office or by members of the public visiting agency facilities? Please be sure to include what personal protective equipment (PPE), if any, the agency provides to these employees.

a. What requirements are you placing on individuals entering facilities where federal employees work?

## Ex. 5 Deliberative Process (DP)

Are you requiring temperature checks?

Ex. 5 Deliberative Process (DP)

Masks?

## Ex. 5 Deliberative Process (DP)

16. How is your agency modifying office spaces to comply with CDC social distancing guidelines?

## Ex. 5 Deliberative Process (DP)

Has your agency consulted with GSA on this matter?

## Ex. 5 Deliberative Process (DP)

Thanks,  
Alva

Alva E. Daniels  
Deputy Director  
Office of Administration/OMS  
U.S. Environmental Protection Agency  
202/564-2661 office

Ex. 6 Personal Privacy (PP)  
daniels.alva@epa.gov

---

**From:** Braxton, Marilyn <Braxton.Marilyn@epa.gov>

**Sent:** Tuesday, July 14, 2020 5:12 PM

**To:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Gantt, Melissa <Gantt.Melissa@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Kamen, Mara <kamen.mara@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Patterson, Nicole <Patterson.Nicole@epa.gov>; Robertson, Mary <Robertson.Mary@epa.gov>; Jackson, Yvette <Jackson.Yvette@epa.gov>; Daniels, Alva <daniels.alva@epa.gov>; Morina, Lenée <Morina.Lenee@epa.gov>; Patrick, Kimberly <Patrick.Kimberly@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>; Macht, Jennifer <Macht.Jennifer@epa.gov>

**Cc:** Bell, Matthew <Bell.Matthew@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; Saunders-Gadri, Linda <Saunders-Gadri.Linda@epa.gov>; Alston, Cynthia <Alston.Cynthia@epa.gov>

**Subject:** RE: Incoming Correspondence - Suspense: 28 Jul

Yes, I can work on a consolidated draft of this response. Also, right now this is listed as having Donna signing the response, but I've asked OCIR if it would make more sense for them to sign instead. They are checking for me.

Adding OA and OAS for review.

Most questions may be addressed with existing FAQs. But to be sure, can you all (OHR, OA, OAS) take a look and provide me with short responses to the following questions by the end of the week:

OHR: 1(2), 8, 9, 17  
OA: 15a, 16  
OAS: 20

Also, let me know if there is a question beyond what I've listed above that you think you should also provide additional input on. Thanks!

Regards!  
Marilyn A. Braxton, OMS Chief of Staff  
202-564-8192

Ex. 6 Personal Privacy (PP)

---

**From:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>

**Sent:** Tuesday, July 14, 2020 4:43 PM

**To:** Gantt, Melissa <Gantt.Melissa@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Kamen, Mara <kamen.mara@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Patterson, Nicole <Patterson.Nicole@epa.gov>; Robertson, Mary <Robertson.Mary@epa.gov>

**Cc:** Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>; Carter-Jenkins, Shakeba

<Carter-Jenkins.Shakeba@epa.gov>; Saunders-Gadri, Linda <Saunders-Gadri.Linda@epa.gov>; Alston, Cynthia <Alston.Cynthia@epa.gov>

**Subject:** RE: Incoming Correspondence - Suspense: 28 Jul

Marilyn – Can you coordinate the response? Some of these need to be answered by the IO. Let me know if you want to discuss.

Lynnann Hitchens  
Acting Deputy Assistant Administrator for  
Administration and Resources Management  
Office of Mission Support  
US EPA  
P: 202-564-3184

Ex. 6 Personal Privacy (PP)

---

**From:** Gantt, Melissa <Gantt.Melissa@epa.gov>

**Sent:** Tuesday, July 14, 2020 3:14 PM

**To:** Vizian, Donna <Vizian.Donna@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Kamen, Mara <kamen.mara@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Patterson, Nicole <Patterson.Nicole@epa.gov>; Robertson, Mary <Robertson.Mary@epa.gov>

**Cc:** Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; Saunders-Gadri, Linda <Saunders-Gadri.Linda@epa.gov>; Alston, Cynthia <Alston.Cynthia@epa.gov>

**Subject:** Incoming Correspondence - Suspense: 28 Jul

Good Afternoon

Please see the attached incoming correspondence, AL-6055, Subject: EPA Reopening Letter, Suspense: 28 Jul. Thanks😊

*Melissa Gantt*

The Office of Mission Support  
Immediate Office  
U. S. Environmental Protection Agency  
1200 Pennsylvania Ave., N.W.  
Washington D.C. 20460  
Mail Code 3101A  
[Gantt.melissa@epa.gov](mailto:Gantt.melissa@epa.gov)  
<https://www.epa.gov/>  
202-564-4600 (office)

Ex. 6 Personal Privacy (PP)

Electronic Privacy Notice: This e-mail, and any attachments, contains information that is or may be covered by electronic communications privacy laws, and is also confidential and proprietary in nature. If you are not the intended recipient, please be advised that you are legally prohibited from retaining, using, copying, distributing, or otherwise disclosing this information in any manner. Instead, please reply to the sender that you have received this communication in error, and then immediately delete it. Please advise immediately if you or your employer do not consent to Internet e-mail for messages of this nature.

Message

---

**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 7/9/2020 10:20:55 AM  
**To:** Orme-Zavaleta, Jennifer [Orme-Zavaleta.Jennifer@epa.gov]  
**CC:** Bell, Matthew [Bell.Matthew@epa.gov]; Richardson, RobinH [Richardson.RobinH@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Robbins, Chris [Robbins.Chris@epa.gov]  
**Subject:** Re: How are we doing this eve?

Thank you

On Jul 9, 2020, at 5:31 AM, Orme-Zavaleta, Jennifer <Orme-Zavaleta.Jennifer@epa.gov> wrote:

See below and attached. Talk w you later this am

Jennifer Orme-Zavaleta, PhD  
Principal Deputy Assistant Administrator for Science  
Office of Research and Development  
US Environmental Protection Agency

DC 202-564-6620

Ex. 6 Personal Privacy (PP)

---

**From:** Baxter, Lisa <Baxter.Lisa@epa.gov>  
**Sent:** Wednesday, July 8, 2020 10:22 PM  
**To:** Orme-Zavaleta, Jennifer <Orme-Zavaleta.Jennifer@epa.gov>  
**Cc:** Baynes, Jeremy <baynes.jeremy@epa.gov>  
**Subject:** RE: How are we doing this eve?

Below are some Notes/Highlights and attached is this week's spreadsheet.

Changes and Notes

- 
- 
- 

**Ex. 5 Deliberative Process (DP)**

**Ex. 5 Deliberative Process (DP)**



# Ex. 5 Deliberative Process (DP)

Thanks,  
Lisa

---

**From:** Orme-Zavaleta, Jennifer <[Orme-Zavaleta.Jennifer@epa.gov](mailto:Orme-Zavaleta.Jennifer@epa.gov)>  
**Sent:** Wednesday, July 08, 2020 9:52 PM  
**To:** Baxter, Lisa <[Baxter.Lisa@epa.gov](mailto:Baxter.Lisa@epa.gov)>  
**Cc:** Baynes, Jeremy <[baynes.jeremy@epa.gov](mailto:baynes.jeremy@epa.gov)>  
**Subject:** Re: How are we doing this eve?

Terrific! Glad it's an earlier eve. Tnx

Jennifer Orme-Zavaleta, PhD  
Principal Deputy Assistant Administrator  
Office of Research and Development  
US EPA  
Office 202-564-6620  

Ex. 6 Personal Privacy (PP)

  
Sent from my iPhone

On Jul 8, 2020, at 9:49 PM, Baxter, Lisa <[Baxter.Lisa@epa.gov](mailto:Baxter.Lisa@epa.gov)> wrote:

Hi Jennifer,

Jeremy is sending it to me now. I should be able to turn it around in the next ½ hour or so.

Lisa

---

**From:** Orme-Zavaleta, Jennifer <[Orme-Zavaleta.Jennifer@epa.gov](mailto:Orme-Zavaleta.Jennifer@epa.gov)>  
**Sent:** Wednesday, July 08, 2020 9:42 PM  
**To:** Baxter, Lisa <[Baxter.Lisa@epa.gov](mailto:Baxter.Lisa@epa.gov)>; Baynes, Jeremy <[baynes.jeremy@epa.gov](mailto:baynes.jeremy@epa.gov)>  
**Subject:** How are we doing this eve?

Jennifer Orme-Zavaleta, PhD  
Principal Deputy Assistant Administrator  
Office of Research and Development  
US EPA  
Office 202-564-6620  

Ex. 6 Personal Privacy (PP)

  
Sent from my iPhone

<Facility Status with Phases\_07-08-2020.xlsx>

Message

---

**From:** Murray, William [Murray.William@epa.gov]  
**Sent:** 6/30/2020 7:06:32 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]; Grantham, Nancy [Grantham.Nancy@epa.gov]  
**CC:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Subject:** RE: Is this quickly confirmable?

Hi Donna,

Wondering if you could give me an update on the reopening. AAW is doing the final all-hands for OCFO so I wanted to see what has changed from last week. Could you filling the blanks in this sentence?

## Ex. 5 Deliberative Process (DP)

Thank you!!

Bill.

---

**From:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Sent:** Wednesday, June 24, 2020 4:04 PM  
**To:** Grantham, Nancy <Grantham.Nancy@epa.gov>; Murray, William <Murray.William@epa.gov>  
**Cc:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Subject:** RE: Is this quickly confirmable?

---

**From:** Grantham, Nancy <Grantham.Nancy@epa.gov>  
**Sent:** Wednesday, June 24, 2020 3:34 PM  
**To:** Murray, William <Murray.William@epa.gov>  
**Cc:** Vizian, Donna <Vizian.Donna@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Subject:** RE: Is this quickly confirmable?

Looping donna vizian and Lynnann hitchens thanks ng

---

**From:** Murray, William <Murray.William@epa.gov>  
**Sent:** Wednesday, June 24, 2020 3:26 PM  
**To:** Grantham, Nancy <Grantham.Nancy@epa.gov>  
**Subject:** Is this quickly confirmable?

## Ex. 5 Deliberative Process (DP)

Message

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**From:** Shaw, Betsy [Shaw.Betsy@epa.gov]  
**Sent:** 7/1/2020 8:55:02 PM  
**To:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]  
**CC:** Orme-Zavaleta, Jennifer [Orme-Zavaleta.Jennifer@epa.gov]; Braxton, Marilyn [Braxton.Marilyn@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]  
**Subject:** RE: Two questions

Roger that Lynnann.

---

**From:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Sent:** Wednesday, July 1, 2020 4:54 PM  
**To:** Shaw, Betsy <Shaw.Betsy@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Orme-Zavaleta, Jennifer <Orme-Zavaleta.Jennifer@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>  
**Subject:** RE: Two questions

Yes, I think you would need to

## Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Thanks --

Lynnann Hitchens  
Acting Deputy Assistant Administrator for  
Administration and Resources Management  
Office of Mission Support  
US EPA  
P: 202-564-3184

Ex. 6 Personal Privacy (PP)

---

**From:** Shaw, Betsy <Shaw.Betsy@epa.gov>  
**Sent:** Wednesday, July 1, 2020 2:50 PM  
**To:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Orme-Zavaleta, Jennifer <Orme-Zavaleta.Jennifer@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>  
**Subject:** RE: Two questions

Thanks Lynnann. I appreciate your willingness to assist tomorrow if I have technology issues.

Ex. 5 Deliberative Process (DP)

## Ex. 5 Deliberative Process (DP)

Thanks,

Betsy

---

**From:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Sent:** Wednesday, July 1, 2020 2:17 PM  
**To:** Shaw, Betsy <Shaw.Betsy@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Orme-Zavaleta, Jennifer <Orme-Zavaleta.Jennifer@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>  
**Subject:** RE: Two questions

Betsy – Donna will be out tomorrow

## Ex. 5 Deliberative Process (DP)

### Ex. 5 Deliberative Process (DP)

Lynnann Hitchens  
Acting Deputy Assistant Administrator for  
Administration and Resources Management  
Office of Mission Support  
US EPA  
P: 202-564-3184

Ex. 6 Personal Privacy (PP)

---

**From:** Shaw, Betsy <[Shaw.Betsy@epa.gov](mailto:Shaw.Betsy@epa.gov)>  
**Sent:** Wednesday, July 1, 2020 1:50 PM  
**To:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>; Hitchens, Lynnann <[hitchens.lynnann@epa.gov](mailto:hitchens.lynnann@epa.gov)>  
**Cc:** Orme-Zavaleta, Jennifer <[Orme-Zavaleta.Jennifer@epa.gov](mailto:Orme-Zavaleta.Jennifer@epa.gov)>  
**Subject:** Two questions

Hi Donna and Lynnann,

Two questions I would have asked on our call today:

1. If a facility (aka Ann Arbor) ends up holding for another week, do we keep issuing hold notices each week?
2. I just realized that I may be away from wifi for a critical period of time tomorrow (will be out of town) when the reopening recommendations are posted on the Teams site. Is there someone I can contact by phone or who would be willing to email me tomorrow morning to tell me if any of OAR's facilities are likely to be entering a phase?

Appreciate your advice.

Thanks,

Betsy

Message

---

**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 6/26/2020 1:59:50 PM  
**To:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**CC:** Caro, Vique [Caro.Vique@epa.gov]  
**Subject:** Re: Office Operations Update

Thanks Vique. I agree. It looks good

On Jun 26, 2020, at 9:18 AM, Hitchens, Lynnann <hitchens.lynnann@epa.gov> wrote:

Vique – this looks fine to me. I attached the screen shot of Criteria II – not sure if you want to include both or not.

Lynnann Hitchens  
Acting Deputy Assistant Administrator for  
Administration and Resources Management  
Office of Mission Support  
US EPA  
P: 202-564-3184

Ex. 6 Personal Privacy (PP)

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**From:** Caro, Vique <Caro.Vique@epa.gov>  
**Sent:** Friday, June 26, 2020 8:51 AM  
**To:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** Office Operations Update

Lynnann,  
Updated message for review.

Colleagues,

**Ex. 5 Deliberative Process (DP)**

# Ex. 5 Deliberative Process (DP)

Thank you.

Vique Caro  
Office Director  
Office of Administration and Resources Management Cincinnati  
US Environmental Protection Agency  
<Cincinnati 6-26.PNG>  
<Gating Criteria 6-26.PNG>

## Message

---

**From:** Newton, Cheryl [Newton.Cheryl@epa.gov]  
**Sent:** 7/2/2020 7:16:58 PM  
**To:** Braxton, Marilyn [Braxton.Marilyn@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Orme-Zavaleta, Jennifer [Orme-Zavaleta.Jennifer@epa.gov]; Szaro, Deb [Szaro.Deb@epa.gov]; Breen, Barry [Breen.Barry@epa.gov]; Esher, Diana [Esher.Diana@epa.gov]  
**CC:** Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** RE: Message -- follow up, indicated evaluation of data next week

Thanks! This would work for us if its approved and the decision is made in this direction.

---

**From:** Braxton, Marilyn <Braxton.Marilyn@epa.gov>  
**Sent:** Thursday, July 2, 2020 2:15 PM  
**To:** Newton, Cheryl <Newton.Cheryl@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Orme-Zavaleta, Jennifer <Orme-Zavaleta.Jennifer@epa.gov>; Szaro, Deb <Szaro.Deb@epa.gov>; Breen, Barry <Breen.Barry@epa.gov>; Esher, Diana <Esher.Diana@epa.gov>  
**Cc:** Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** RE: Message -- follow up, indicated evaluation of data next week

Thanks Cheryl, a revision is attached.

Regards!  
Marilyn A. Braxton, OMS Chief of Staff  
202-564-8192

Ex. 6 Personal Privacy (PP)

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**From:** Newton, Cheryl <Newton.Cheryl@epa.gov>  
**Sent:** Thursday, July 2, 2020 2:55 PM  
**To:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Orme-Zavaleta, Jennifer <Orme-Zavaleta.Jennifer@epa.gov>; Szaro, Deb <Szaro.Deb@epa.gov>; Breen, Barry <Breen.Barry@epa.gov>; Esher, Diana <Esher.Diana@epa.gov>  
**Cc:** Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** RE: Message -- follow up, indicated evaluation of data next week

Hi Lynnann – Thanks for the quick draft.

### Ex. 5 Deliberative Process (DP)

# Ex. 5 Deliberative Process (DP)

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**From:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Sent:** Thursday, July 2, 2020 12:54 PM

**To:** Orme-Zavaleta, Jennifer <[Orme-Zavaleta.Jennifer@epa.gov](mailto:Orme-Zavaleta.Jennifer@epa.gov)>; Newton, Cheryl <[Newton.Cheryl@epa.gov](mailto:Newton.Cheryl@epa.gov)>; Szaro, Deb <[Szaro.Deb@epa.gov](mailto:Szaro.Deb@epa.gov)>; Breen, Barry <[Breen.Barry@epa.gov](mailto:Breen.Barry@epa.gov)>; Esher, Diana <[Esher.Diana@epa.gov](mailto:Esher.Diana@epa.gov)>  
**Cc:** Braxton, Marilyn <[Braxton.Marilyn@epa.gov](mailto:Braxton.Marilyn@epa.gov)>; Carter-Jenkins, Shakeba <[Carter-Jenkins.Shakeba@epa.gov](mailto:Carter-Jenkins.Shakeba@epa.gov)>; Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>  
**Subject:** Message -- follow up, indicated evaluation of data next week

Folks –

Per our discussion today, I've attached a draft email that we would use for those facilities that entered Phase 1 on June 23<sup>rd</sup>.

Please review and let us know if you have comments.

**Ex. 5 Deliberative Process (DP)**

**Ex. 5 Deliberative Process (DP)**

Thanks –  
Lynnann

Lynnann Hitchens  
Acting Deputy Assistant Administrator for  
Administration and Resources Management  
Office of Mission Support  
US EPA

P: 202-564-3184

Ex. 6 Personal Privacy (PP)



Message

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**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 6/25/2020 3:41:40 PM  
**To:** Richardson, RobinH [Richardson.RobinH@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]; Orme-Zavaleta, Jennifer [Orme-Zavaleta.Jennifer@epa.gov]; Cascio, Wayne [Cascio.Wayne@epa.gov]; Baxter, Lisa [Baxter.Lisa@epa.gov]  
**CC:** Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]  
**Subject:** RE: High level summary/Talking Points -- Internal Document/Not for Distribution

Yes, great job, He was happy with ow it went and the spreadsheet

---

**From:** Richardson, RobinH <Richardson.RobinH@epa.gov>  
**Sent:** Thursday, June 25, 2020 11:38 AM  
**To:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>; Orme-Zavaleta, Jennifer <Orme-Zavaleta.Jennifer@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Cascio, Wayne <Cascio.Wayne@epa.gov>; Baxter, Lisa <Baxter.Lisa@epa.gov>  
**Cc:** Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>  
**Subject:** RE: High level summary/Talking Points -- Internal Document/Not for Distribution

Nicely done Jennifer! I think it was that the spreadsheet was filtered on the Current Phase not on the Recommendation...we can adjust that going forward.

-----  
Robin H Richardson  
Deputy Associate Administrator  
Office of Congressional and Intergovernmental Relations  
U.S. Environmental Protection Agency  
202-564-3358 (desk)  

Ex. 6 Personal Privacy (PP)

[richardson.robinh@epa.gov](mailto:richardson.robinh@epa.gov)



---

**From:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Sent:** Thursday, June 25, 2020 11:29 AM  
**To:** Bell, Matthew <Bell.Matthew@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; Orme-Zavaleta, Jennifer <Orme-Zavaleta.Jennifer@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Cascio, Wayne <Cascio.Wayne@epa.gov>; Baxter, Lisa <Baxter.Lisa@epa.gov>  
**Cc:** Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>  
**Subject:** RE: High level summary/Talking Points -- Internal Document/Not for Distribution

It's fine – briefing went really well. Jennifer did a great job.

Lynnann Hitchens  
Acting Deputy Assistant Administrator for  
Administration and Resources Management  
Office of Mission Support  
US EPA  
P: 202-564-3184

---

**From:** Bell, Matthew <Bell.Matthew@epa.gov>  
**Sent:** Thursday, June 25, 2020 11:16 AM  
**To:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; Orme-Zavaleta, Jennifer <Orme-Zavaleta.Jennifer@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Cascio, Wayne <Cascio.Wayne@epa.gov>; Baxter, Lisa <Baxter.Lisa@epa.gov>  
**Cc:** Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>  
**Subject:** RE: High level summary/Talking Points -- Internal Document/Not for Distribution

What's wrong with it?

Looks the same as we viewed this morning except with Local Information column.

---

**From:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Sent:** Thursday, June 25, 2020 11:06 AM  
**To:** Bell, Matthew <Bell.Matthew@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; Orme-Zavaleta, Jennifer <Orme-Zavaleta.Jennifer@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Cascio, Wayne <Cascio.Wayne@epa.gov>; Baxter, Lisa <Baxter.Lisa@epa.gov>  
**Cc:** Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>  
**Subject:** RE: High level summary/Talking Points -- Internal Document/Not for Distribution

Is this our version for Doug? We are presenting to Doug, and it doesn't look right.....

Lynnann Hitchens  
Acting Deputy Assistant Administrator for  
Administration and Resources Management  
Office of Mission Support  
US EPA  
P: 202-564-3184

Ex. 6 Personal Privacy (PP)

---

**From:** Bell, Matthew <Bell.Matthew@epa.gov>  
**Sent:** Thursday, June 25, 2020 10:33 AM  
**To:** Richardson, RobinH <Richardson.RobinH@epa.gov>; Orme-Zavaleta, Jennifer <Orme-Zavaleta.Jennifer@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Cascio, Wayne <Cascio.Wayne@epa.gov>; Baxter, Lisa <Baxter.Lisa@epa.gov>  
**Cc:** Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>  
**Subject:** RE: High level summary/Talking Points -- Internal Document/Not for Distribution

Robin, can you replace the one you just uploaded?

Attached is the revised spreadsheet with the local guidance. I've also double checked that all phases match the master spreadsheet on SP.

I took the liberty of renaming Column R "recommendations" and Column S "Comments". Hopefully that doesn't confuse anyone.

Sincerely,

**Matthew Bell**

Senior Advisor  
Office of Mission Support  
U.S. Environmental Protection Agency  
(202)564-3282

---

**From:** Richardson, RobinH <[Richardson.RobinH@epa.gov](mailto:Richardson.RobinH@epa.gov)>

**Sent:** Thursday, June 25, 2020 10:27 AM

**To:** Orme-Zavaleta, Jennifer <[Orme-Zavaleta.Jennifer@epa.gov](mailto:Orme-Zavaleta.Jennifer@epa.gov)>; Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>; Hitchens, Lynnann <[hitchens.lynnann@epa.gov](mailto:hitchens.lynnann@epa.gov)>; Cascio, Wayne <[Cascio.Wayne@epa.gov](mailto:Cascio.Wayne@epa.gov)>; Baxter, Lisa <[Baxter.Lisa@epa.gov](mailto:Baxter.Lisa@epa.gov)>; Bell, Matthew <[Bell.Matthew@epa.gov](mailto:Bell.Matthew@epa.gov)>

**Cc:** Carter-Jenkins, Shakeba <[Carter-Jenkins.Shakeba@epa.gov](mailto:Carter-Jenkins.Shakeba@epa.gov)>

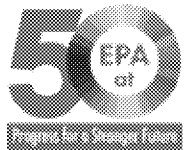
**Subject:** RE: High level summary/Talking Points -- Internal Document/Not for Distribution

Matt was going to add the State/Local etc status, and check the Phases and then send back. Would you like the version without those updates? I can save that to the teams site – Covid Collab – would that work?

-----  
Robin H Richardson  
Deputy Associate Administrator  
Office of Congressional and Intergovernmental Relations  
U.S. Environmental Protection Agency  
202-564-3358 (desk)  

Ex. 6 Personal Privacy (PP)

  
[richardson.robinh@epa.gov](mailto:richardson.robinh@epa.gov)



---

**From:** Orme-Zavaleta, Jennifer <[Orme-Zavaleta.Jennifer@epa.gov](mailto:Orme-Zavaleta.Jennifer@epa.gov)>

**Sent:** Thursday, June 25, 2020 10:24 AM

**To:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>; Hitchens, Lynnann <[hitchens.lynnann@epa.gov](mailto:hitchens.lynnann@epa.gov)>; Richardson, RobinH <[Richardson.RobinH@epa.gov](mailto:Richardson.RobinH@epa.gov)>; Cascio, Wayne <[Cascio.Wayne@epa.gov](mailto:Cascio.Wayne@epa.gov)>; Baxter, Lisa <[Baxter.Lisa@epa.gov](mailto:Baxter.Lisa@epa.gov)>; Bell, Matthew <[Bell.Matthew@epa.gov](mailto:Bell.Matthew@epa.gov)>

**Cc:** Carter-Jenkins, Shakeba <[Carter-Jenkins.Shakeba@epa.gov](mailto:Carter-Jenkins.Shakeba@epa.gov)>

**Subject:** RE: High level summary/Talking Points -- Internal Document/Not for Distribution

I cant see it in teams and don't have a copy

Jennifer Orme-Zavaleta, PhD  
Principal Deputy Assistant Administrator for Science  
Office of Research and Development  
US Environmental Protection Agency

DC 202-564-6620

Ex. 6 Personal Privacy (PP)

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**From:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>

**Sent:** Thursday, June 25, 2020 10:23 AM

**To:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Orme-Zavaleta, Jennifer <Orme-Zavaleta.Jennifer@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; Cascio, Wayne <Cascio.Wayne@epa.gov>; Baxter, Lisa <Baxter.Lisa@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>  
**Cc:** Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>  
**Subject:** RE: High level summary/Talking Points -- Internal Document/Not for Distribution

Are we going to have the spreadsheet in teams? Of should I print one for Doug?

---

**From:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Sent:** Thursday, June 25, 2020 10:16 AM  
**To:** Orme-Zavaleta, Jennifer <Orme-Zavaleta.Jennifer@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; Cascio, Wayne <Cascio.Wayne@epa.gov>; Baxter, Lisa <Baxter.Lisa@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>  
**Cc:** Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>  
**Subject:** High level summary/Talking Points -- Internal Document/Not for Distribution

Below is a summary of facilities needing a decision this week –

**Ex. 5 Deliberative Process (DP)**

**Ex. 5 Deliberative Process (DP)**

For facilities currently in Phase 1:

**Ex. 5 Deliberative Process (DP)**

For facilities currently in the Cleaning Phase:

**Ex. 5 Deliberative Process (DP)**

**Ex. 5 Deliberative Process (DP)**

Lynnann Hitchens  
Acting Deputy Assistant Administrator for  
Administration and Resources Management  
Office of Mission Support  
US EPA  
P: 202-564-3184

Ex. 6 Personal Privacy (PP)

Message

---

**From:** OMS-Town-Hall [OMS-Town-Hall@epa.gov]  
**Sent:** 7/21/2020 2:27:55 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]  
**Subject:** FW: COVID-19 Employee Page

Suggestion from the Town Hall box to develop a quick reference table re: the phases. This was pitched a while back but I'm not sure where we left it. Thoughts?

Regards!

Marilyn A. Braxton, OMS Chief of Staff  
202-564-8192

Ex. 6 Personal Privacy (PP)

---

**From:** Donahue, Phyllis <Donahue.phyllis@epa.gov>  
**Sent:** Tuesday, June 30, 2020 9:29 AM  
**To:** OMS-Town-Hall <OMS-Town-Hall@epa.gov>  
**Subject:** COVID-19 Employee Page

I have seen other agency employee COVID-19 information pages and some have provided a quick reference swimlane/one-pager that compiles the content (listed as separate FAQs on our webpage) by phase and category. Is it possible for EPA to provide a similar quick reference guide for all employees as a complement to the dashboard? Here is an example.

# Ex. 5 Deliberative Process (DP)

---

Phyllis Donahue  
Office of Environmental Information  
U.S. Environmental Protection Agency  
Phone (202) 566-0338  
[donahue.phyllis@epa.gov](mailto:donahue.phyllis@epa.gov)

Message

**From:** Ex. 6 Personal Privacy (PP)  
**Sent:** 6/25/2020 10:09:51 PM  
**To:** Barnet, Henry [Barnet.Henry@epa.gov]; Lindsay, Nancy [Lindsay.Nancy@epa.gov]  
**CC:** Starfield, Lawrence [Starfield.Lawrence@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]; Badalamente, Mark [Badalamente.Mark@epa.gov]; Pirzadeh, Michelle [Pirzadeh.Michelle@epa.gov]; Ex. 6 Personal Privacy (PP)  
**Subject:** Ex. 6 Personal Privacy (PP) Mazakas, Pam [Mazakas.Pam@epa.gov]  
RE: Back to Work Inconsistency in Boise, ID

Sounds good.

Ex. 6 Personal Privacy (PP)  
Deputy Director  
EPA Criminal Investigation Division  
Ex. 6 Personal Privacy (PP)  
Ex. 6 Personal Privacy (PP)  
email: Ex. 6 Personal Privacy (PP)

---

**From:** Barnet, Henry <Barnet.Henry@epa.gov>  
**Sent:** Thursday, June 25, 2020 2:47 PM  
**To:** Lindsay, Nancy <Lindsay.Nancy@epa.gov>  
**Cc:** Starfield, Lawrence <Starfield.Lawrence@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>; Badalamente, Mark <Badalamente.Mark@epa.gov>; Pirzadeh, Michelle <Pirzadeh.Michelle@epa.gov>; Ex. 6 Personal Privacy (PP)  
Ex. 6 Personal Privacy (PP) Mazakas, Pam <Mazakas.Pam@epa.gov>  
**Subject:** Re: Back to Work Inconsistency in Boise, ID

Nancy,  
Please coordinate with CID Deputy Director Ex. 6 Personal Privacy (PP)

Thank you,  
Henry

Henry E. Barnet, Director  
Office of Criminal Enforcement, Forensics & Training  
U.S. Environmental Protection Agency  
1200 Pennsylvania Avenue, N.W.  
WJC South Room 1211  
Washington, D.C. 20004  
202.564.2480

On Jun 25, 2020, at 5:29 PM, Lindsay, Nancy <Lindsay.Nancy@epa.gov> wrote:

Hi everyone,

**Ex. 5 Deliberative Process (DP)**

Thanks,

Nancy Lindsay  
Director, Mission Support Division  
EPA Region 10  
1200 Sixth Ave, Suite 155  
Seattle, WA 98101  
(206) 553-0275

*Region 10 strives to be a fragrance-free workplace. In an effort to improve indoor air quality for our colleagues, please refrain from using perfume, cologne, essential oils, scented after-shave, lotion and other fragrant personal care products. Thank you.*

---

**From:** Starfield, Lawrence <Starfield.Lawrence@epa.gov>

**Sent:** Thursday, June 25, 2020 1:32 PM

**To:** Vizian, Donna <Vizian.Donna@epa.gov>; Barnet, Henry <Barnet.Henry@epa.gov>

**Cc:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>; Badalamente, Mark <Badalamente.Mark@epa.gov>; Pirzadeh, Michelle <Pirzadeh.Michelle@epa.gov>; Lindsay, Nancy <Lindsay.Nancy@epa.gov>;

**Ex. 6 Personal Privacy (PP)**

**Ex. 6 Personal Privacy (PP)**; Mazakas, Pam <Mazakas.Pam@epa.gov>

**Subject:** RE: Back to Work Inconsistency in Boise, ID

Donna – what’s the appropriate resolution at this point?

**Ex. 5 Deliberative Process (DP)**

## Ex. 5 Deliberative Process (DP)

Larry

---

**From:** Vizian, Donna <Vizian.Donna@epa.gov>

**Sent:** Thursday, June 25, 2020 3:49 PM

**To:** Barnet, Henry <Barnet.Henry@epa.gov>

**Cc:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>; Starfield, Lawrence <Starfield.Lawrence@epa.gov>; Badalamente, Mark <Badalamente.Mark@epa.gov>

**Subject:** RE: Back to Work Inconsistency in Boise, ID

Thanks Henry. We noticed that.

**Ex. 5 Deliberative Process (DP)**

We have also instituted a QA process.

---

**From:** Barnet, Henry <Barnet.Henry@epa.gov>

**Sent:** Wednesday, June 24, 2020 8:40 AM

**To:** Vizian, Donna <Vizian.Donna@epa.gov>

**Cc:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>; Starfield, Lawrence <Starfield.Lawrence@epa.gov>; Badalamente, Mark <Badalamente.Mark@epa.gov>

**Subject:** Fwd: Back to Work Inconsistency in Boise, ID

Donna,

Please see the note below from CID. I want to make you aware of a possible inconsistency in the Boise phased re-opening.

Thanks,

Henry

Henry E. Barnet, Director  
Office of Criminal Enforcement, Forensics & Training  
U.S. Environmental Protection Agency  
1200 Pennsylvania Avenue, N.W.  
WJC South Room 1211  
Washington, D.C. 20004  
202.564.2480

Begin forwarded message:

**From:** Ex. 6 Personal Privacy (PP)  
**Date:** June 23, 2020 at 9:51:56 PM EDT  
**To:** "Barnet, Henry" <Barnet.Henry@epa.gov>  
**Cc:** "Cheng, Desiree" <Cheng.Desiree@epa.gov>, Ex. 6 Personal Privacy (PP)  
Ex. 6 Personal Privacy (PP)  
**Subject:** Back to Work Inconsistency in Boise, ID

Quick background note:

**Ex. 5 Deliberative Process (DP)**

**Ex. 5 Deliberative Process (DP)**

Ex. 6 Personal Privacy (PP)  
Deputy Director  
EPA Criminal Investigation Division  
Ex. 6 Personal Privacy (PP)  
Ex. 6 Personal Privacy (PP)  
email: Ex. 6 Personal Privacy (PP)



Message

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**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 5/4/2020 10:49:36 PM  
**To:** Buhl, Rick [Buhl.Rick@epa.gov]  
**CC:** Jackson, Yvette [Jackson.Yvette@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]; Thomas, Deb [thomas.debrah@epa.gov]; Kortuem, Patrice [Kortuem.Patrice@epa.gov]; Sierra, Eddie [Sierra.Eddie@epa.gov]  
**Subject:** RE: Facility Reopening - need your assistance

Got it - thanks

---

**From:** Buhl, Rick <Buhl.Rick@epa.gov>  
**Sent:** Monday, May 04, 2020 6:37 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Jackson, Yvette <Jackson.Yvette@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>; Thomas, Deb <thomas.debrah@epa.gov>; Kortuem, Patrice <Kortuem.Patrice@epa.gov>; Sierra, Eddie <Sierra.Eddie@epa.gov>  
**Subject:** RE: Facility Reopening - need your assistance

Donna, et al,

Please see response for Region 8 below. Please contact Patrice Kortuem, Eddie Sierra, or I with any questions of concerns.

Wynkoop:

## Ex. 5 Deliberative Process (DP)

MT Office:

## Ex. 5 Deliberative Process (DP)

Building 25:

## Ex. 5 Deliberative Process (DP)

Thanks.

Rick

*Rick Buhl*



Director, Mission Support Division  
U.S. Environmental Protection Agency

Region 8 (Colorado, Utah, Wyoming, Montana, N. Dakota, S. Dakota)  
1595 Wynkoop St (8MSD-IO)  
Denver, CO 80202-1129  
Office: (303) 312-6920  
Executive Office Manager: Rachel Becker [[becker.rachel@epa.gov](mailto:becker.rachel@epa.gov) – 303-312-6017]



Twitter: [@EPARegion8](https://twitter.com/EPARegion8)  
Facebook: [U.S. EPA Region 8](https://www.facebook.com/U.S.EPARegion8)  
Webpage: [EPA Region 8](https://www.epa.gov/region8) (Mountains and Plains)

---

**From:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>  
**Sent:** Monday, May 4, 2020 12:55 PM  
**To:** Regional Mission Support Division - Directors <[Regional.Mission.Support.Division.Directors@epa.gov](mailto:Regional.Mission.Support.Division.Directors@epa.gov)>; Regional Mission Support Division - Deputy Directors <[Regional.Mission.Support.Division.Deputy.Directors@epa.gov](mailto:Regional.Mission.Support.Division.Deputy.Directors@epa.gov)>  
**Cc:** Jackson, Yvette <[Jackson.Yvette@epa.gov](mailto:Jackson.Yvette@epa.gov)>; Hitchens, Lynnann <[hitchens.lynnann@epa.gov](mailto:hitchens.lynnann@epa.gov)>; Bell, Matthew <[Bell.Matthew@epa.gov](mailto:Bell.Matthew@epa.gov)>  
**Subject:** Facility Reopening - need your assistance

Hi Everyone,

I need your help gathering some specific information on

**Ex. 5 Deliberative Process (DP)**

# Ex. 5 Deliberative Process (DP)

thanks

Message

---

**From:** Orme-Zavaleta, Jennifer [Orme-Zavaleta.Jennifer@epa.gov]  
**Sent:** 7/9/2020 9:31:21 AM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]; Richardson, RobinH [Richardson.RobinH@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Robbins, Chris [Robbins.Chris@epa.gov]  
**Subject:** FW: How are we doing this eve?  
**Attachments:** Facility Status with Phases\_07-08-2020.xlsx

See below and attached. Talk w you later this am

Jennifer Orme-Zavaleta, PhD  
Principal Deputy Assistant Administrator for Science  
Office of Research and Development  
US Environmental Protection Agency

DC 202-564-6620

Ex. 6 Personal Privacy (PP)

---

**From:** Baxter, Lisa <Baxter.Lisa@epa.gov>  
**Sent:** Wednesday, July 8, 2020 10:22 PM  
**To:** Orme-Zavaleta, Jennifer <Orme-Zavaleta.Jennifer@epa.gov>  
**Cc:** Baynes, Jeremy <baynes.jeremy@epa.gov>  
**Subject:** RE: How are we doing this eve?

Below are some Notes/Highlights and attached is this week's spreadsheet.

Changes and Notes

- 
- **Ex. 5 Deliberative Process (DP)**
- 

# **Ex. 5 Deliberative Process (DP)**

Thanks,  
Lisa

---

**From:** Orme-Zavaleta, Jennifer <[Orme-Zavaleta.Jennifer@epa.gov](mailto:Orme-Zavaleta.Jennifer@epa.gov)>

**Sent:** Wednesday, July 08, 2020 9:52 PM

**To:** Baxter, Lisa <[Baxter.Lisa@epa.gov](mailto:Baxter.Lisa@epa.gov)>

**Cc:** Baynes, Jeremy <[baynes.jeremy@epa.gov](mailto:baynes.jeremy@epa.gov)>

**Subject:** Re: How are we doing this eve?

Terrific! Glad it's an earlier eve. Tnx

Jennifer Orme-Zavaleta, PhD  
Principal Deputy Assistant Administrator  
Office of Research and Development  
US EPA

Office 202-564-6620

Ex. 6 Personal Privacy (PP)

Sent from my iPhone

On Jul 8, 2020, at 9:49 PM, Baxter, Lisa <[Baxter.Lisa@epa.gov](mailto:Baxter.Lisa@epa.gov)> wrote:

Hi Jennifer,

Jeremy is sending it to me now. I should be able to turn it around in the next ½ hour or so.

Lisa

---

**From:** Orme-Zavaleta, Jennifer <[Orme-Zavaleta.Jennifer@epa.gov](mailto:Orme-Zavaleta.Jennifer@epa.gov)>

**Sent:** Wednesday, July 08, 2020 9:42 PM

**To:** Baxter, Lisa <[Baxter.Lisa@epa.gov](mailto:Baxter.Lisa@epa.gov)>; Baynes, Jeremy <[baynes.jeremy@epa.gov](mailto:baynes.jeremy@epa.gov)>

**Subject:** How are we doing this eve?

Jennifer Orme-Zavaleta, PhD  
Principal Deputy Assistant Administrator  
Office of Research and Development  
US EPA

Office 202-564-6620

Ex. 6 Personal Privacy (PP)

Sent from my iPhone

Message

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**From:** Shaw, Betsy [Shaw.Betsy@epa.gov]  
**Sent:** 7/3/2020 11:43:12 AM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Subject:** Fwd: Campus Operations Update

FYI

Sent from my iPhone

Begin forwarded message:

**From:** "Cook, Leila" <cook.leila@epa.gov>  
**Date:** July 2, 2020 at 6:07:03 PM EDT  
**To:** "Shaw, Betsy" <Shaw.Betsy@epa.gov>  
**Cc:** "Dunham, Sarah" <Dunham.Sarah@epa.gov>, "Monroe, Scott" <Monroe.Scott@epa.gov>  
**Subject:** FW: Campus Operations Update

I have shared with R5 and OECA management as per usual.

---

**From:** Cook, Leila  
**Sent:** Thursday, July 2, 2020 6:02 PM  
**To:** OAR-OTAQ (AA) Everyone <OAROTAQ\_AA\_Everyone@epa.gov>; R5 and CID Ann Arbor Calendar Access <R5-and-CID-Ann-Arbor@epa.gov>; AA Non OTAQ EPA Employees <AA-Non-OTAQ-EPA-Employees@epa.gov>  
**Cc:** Dunham, Sarah <Dunham.Sarah@epa.gov>; Hengst, Benjamin <Hengst.Benjamin@epa.gov>; Haley, Mike <Haley.Mike@epa.gov>; Simon, Karl <Simon.Karl@epa.gov>; Moltzen, Michael <Moltzen.Michael@epa.gov>; Bunker, Byron <bunker.byron@epa.gov>  
**Subject:** Campus Operations Update

Colleagues,

Administrator Wheeler has emphasized that our plan for a phased return to our workplaces is both measured and deliberate to minimize risk to your health. Our plan provides for a "rolling reopening," so each facility will proceed through the phases after a thorough review of health information that comprises the gating criteria outlined in the [Opening Up America Again Guidance](#), while keeping in mind any city, state, or county requirements as well.

During the review of 14-day trend data this week for the National Vehicle and Fuel Emissions Laboratory (NVFEL) campus in Ann Arbor, Michigan, our Agency experts determined that the gating criteria to enter Phase 1 were not met and are in fact now trending upwards. Please see the attached charts demonstrating this trend upward. Because of this, the Administrator decided that we should extend our closure period until next week when we will decide if we should move into Phase 1. While we are considering other data and the posture of state and local governments when making phasing decisions, in this case we believed it was warranted to delay moving to Phase 1.

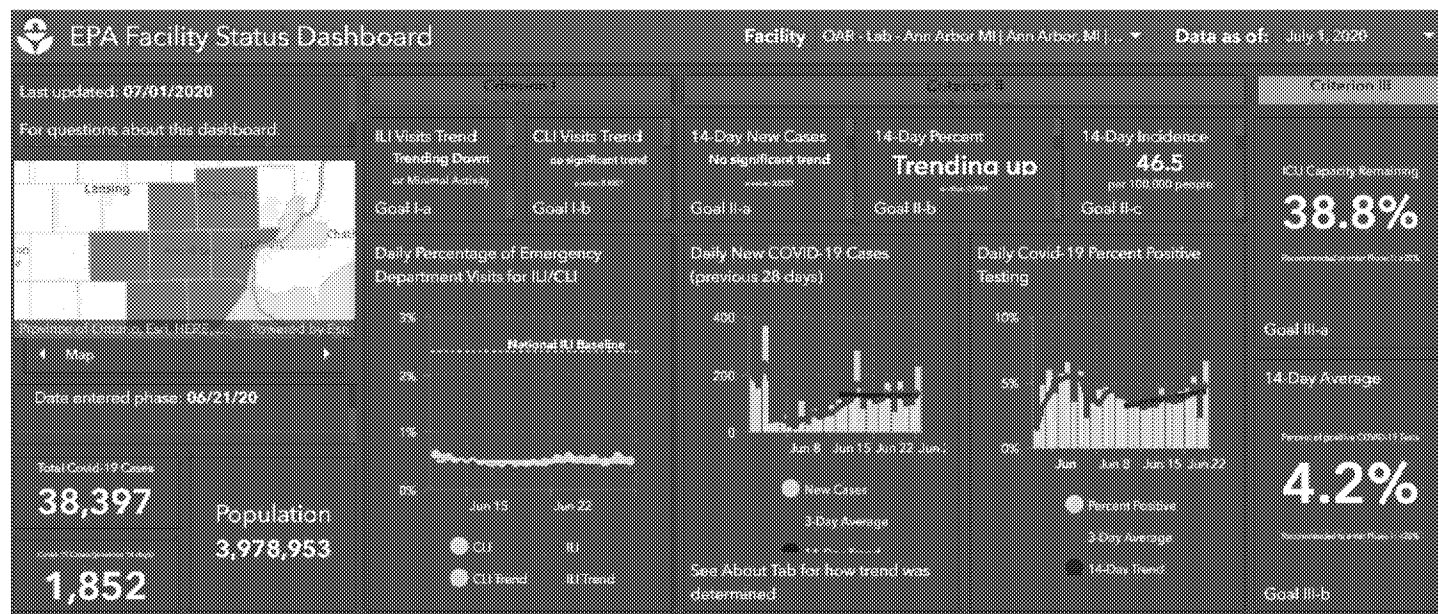
The NVFEL campus remains closed to ensure that any possible virus in those facilities is rendered inactive prior to employees' return. Any spaces that need to be accessed during the extended closure will be cleaned and disinfected before entering Phase 1. We will be following our own [guidance](#) on cleaning and disinfecting, which we developed with the Centers for Disease Control and Prevention

(CDC), throughout this process. Please have your Division Director contact Ruth Schenk and me should access to a facility during the extended closure be needed. Access must be approved in advance.

Your health and safety are our top priority, and we will continue to keep you updated on the status of our locations.

Thank you and be safe,

Lee Cook



Message

---

**From:** Kamen, Mara [kamen.mara@epa.gov]  
**Sent:** 5/20/2020 4:52:16 PM  
**To:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Subject:** RE: CHCO response to reopening in NCR

Make sure you look at the more updated version. Thanks.

---

**From:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Sent:** Wednesday, May 20, 2020 12:51 PM  
**To:** Kamen, Mara <kamen.mara@epa.gov>  
**Subject:** RE: CHCO response to reopening in NCR

Thanks Mara – this is helpful.

Lynnann Hitchens  
Acting Deputy Assistant Administrator for  
Administration and Resources Management  
Office of Mission Support  
US EPA  
P: 202-564-3184  
Ex. 6 Personal Privacy (PP)

---

**From:** Kamen, Mara <kamen.mara@epa.gov>  
**Sent:** Wednesday, May 20, 2020 10:42 AM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Subject:** CHCO response to reopening in NCR

As I learn more, I will update you. Here are the initial responses.

May 20, 2020 – Plans for Reopening the National Capital Area Workplace

Labor	<b>Ex. 5 Deliberative Process (DP)</b>
Interior	
Commerce	
SBA	

If you have questions or need further information, please feel free to contact me.

Mara  
Mara J. Kamen  
Director, Office of Human Resources  
Office of Mission Support  
US Environmental Protection Agency

1200 Pennsylvania Ave. NW  
Washington DC 20460  
202.564.4606  
[kamen.mara@epa.gov](mailto:kamen.mara@epa.gov)





Message

---

**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 6/1/2020 9:44:05 PM  
**To:** Benevento, Douglas [benevento.douglas@epa.gov]  
**CC:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Subject:** R7 reopening plan  
**Attachments:** R7 Reconstitution Plan FINAL (1).pdf

Doug – here is the R7 reopening plan. The only thing that caught my attention is on Pg 8 –

**Ex. 5 Deliberative Process (DP)**

**Ex. 5 Deliberative Process (DP)**

Message

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**From:** Benevento, Douglas [benevento.douglas@epa.gov]  
**Sent:** 5/8/2020 3:00:43 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]; Grantham, Nancy [Grantham.Nancy@epa.gov]; Garvey, Megan [garvey.megan@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Subject:** Final Documents  
**Attachments:** Employee Daily Self Assessment 4 27 20.docx; FACILITY RECONSITUTION CHECKLIST\_04292020 final ver 2.docx; Return to the Workplace Guidance v3 clean (002).docx; EPA COVID 19 Contact Tracing and Notification Guidance April 29 2020 clean copy (003) (003).docx

All here are the final documents for reopening. I suspect they will need modified again based upon new OPM/OMB/CDC guidance that has or may come out but I think we should share these as draft. Nancy is it possible Andrea could give these a very quick proof before we send out this afternoon? Donna and Lynnann would you also please look at one last time. I made some edits, particularly in the Return to workplace document that I want to make sure you are comfortable with.

Finally, we will need to put into a cover email who this guidance is for and how they should use it.

Donna let's talk later today, Nancy if you could let me know if this can be proofed quickly I would appreciate it.

Happy Friday everyone.

Message

**From:** Newton, Cheryl [Newton.Cheryl@epa.gov]  
**Sent:** 5/12/2020 2:37:59 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**CC:** Thiede, Kurt [thiede.kurt@epa.gov]; Liebau, Joseph [Liebau.Joseph@epa.gov]; Sanders, Amy [Sanders.Amy@epa.gov]  
**Subject:** RE: Returning to the Workplace Draft Guidance

Hi Donna, Lynnann - Thank you for the opportunity to review the draft guidance. We offer the following comments. Let us know if you have any questions. We appreciate all the effort and support being provided by OMS.

## Ex. 5 Deliberative Process (DP)

**From:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Sent:** Friday, May 08, 2020 5:39 PM  
**To:** Benevento, Douglas <benevento.douglas@epa.gov>; Bloom, David <Bloom.David@epa.gov>; Bodine, Susan <bodine.susan@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Darwin, Henry <darwin.henry@epa.gov>; Dunn, Alexandra <dunn.alexandra@epa.gov>; Garvey, Megan <garvey.megan@epa.gov>; Gunasekara, Mandy <gunasekara.Mandy@epa.gov>; Idsal, Anne <idsal.anne@epa.gov>; Leopold, Matt (OGC) <Leopold.Matt@epa.gov>; McIntosh, Chad <mcintosh.chad@epa.gov>; Molina, Michael <molina.michael@epa.gov>; O'Donnell, Sean <O'Donnell.Sean@epa.gov>; Orme-Zavaleta, Jennifer <Orme-Zavaleta.Jennifer@epa.gov>; Ross, David P <ross.davidp@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Wheeler, Andrew <wheeler.andrew@epa.gov>; Wright, Peter <wright.peter@epa.gov>; Leadership\_Regional\_Administrators <Leadership\_Regional\_Administrators@epa.gov>; Leadership\_Deputy\_Assistant\_Administrators <Leadership\_Deputy\_Assistant\_Administrators@epa.gov>; Leadership\_Associate\_Administrators <Leadership\_Associate\_Administrators@epa.gov>; Leadership\_Deputy\_Regional\_Administrators <Leadership\_Deputy\_Regional\_Administrators@epa.gov>  
**Cc:** Garvey, Megan <garvey.megan@epa.gov>; Zeckman, David <zeckman.david@epa.gov>  
**Subject:** Returning to the Workplace Draft Guidance

Hi Everyone,

Attached please find the final draft of the Returning to the Workplace Guidance for your review and comment.

Ex. 5 Deliberative Process (DP)

## Ex. 5 Deliberative Process (DP)

# Ex. 5 Deliberative Process (DP)

Best,  
Donna

Message

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**From:** Wells, Krysti [Wells.Krysti@epa.gov]  
**Sent:** 5/8/2020 2:55:53 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]; Packard, Elise [Packard.Elise@epa.gov]; Blake, Wendy [Blake.Wendy@epa.gov]; Patterson, Nicole [Patterson.Nicole@epa.gov]  
**CC:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Subject:** RE: Return Guidance - very close hold

FYI - I'm looking at this now, incorporating my comments into Wendy's edits.

**Krysti Wells, OHR**

(202) 564-6295; [wells.krysti@epa.gov](mailto:wells.krysti@epa.gov)

---

**From:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Sent:** Friday, May 8, 2020 10:55 AM  
**To:** Packard, Elise <Packard.Elise@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Wells, Krysti <Wells.Krysti@epa.gov>; Patterson, Nicole <Patterson.Nicole@epa.gov>  
**Cc:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Subject:** RE: Return Guidance - very close hold

Thank you both.

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**From:** Packard, Elise <Packard.Elise@epa.gov>  
**Sent:** Friday, May 08, 2020 9:20 AM  
**To:** Blake, Wendy <Blake.Wendy@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Wells, Krysti <Wells.Krysti@epa.gov>; Patterson, Nicole <Patterson.Nicole@epa.gov>  
**Cc:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Subject:** RE: Return Guidance - very close hold

Wendy has done such a lovely job, as she always does, of giving thoughtful, detailed comments, and I wanted to do my usual less thoughtful (but hopefully pithy) quick summary. She and I just chatted so I could get clarity on some of the legal issues and as a bottom line we want to evaluate legal risk for you.

## Ex. 5 Deliberative Process (DP)

Please let us know if we can help in any other way.

Elise

Elise B. Packard  
Deputy General Counsel for Operations  
U.S. EPA Office of General Counsel, Rm. 4020A  
(202) 564-7729

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**From:** Blake, Wendy  
**Sent:** Thursday, May 07, 2020 11:39 PM  
**To:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>; Packard, Elise <[Packard.Elise@epa.gov](mailto:Packard.Elise@epa.gov)>; Wells, Krysti <[Wells.Krysti@epa.gov](mailto:Wells.Krysti@epa.gov)>; Patterson, Nicole <[Patterson.Nicole@epa.gov](mailto:Patterson.Nicole@epa.gov)>  
**Cc:** Hitchens, Lynnann <[hitchens.lynnann@epa.gov](mailto:hitchens.lynnann@epa.gov)>  
**Subject:** RE: Return Guidance - very close hold

Donna,

Thanks for the opportunity to review the draft. Attached are my comments/ suggestions on the draft document. From a legal perspective, I had three issues:

## Ex. 5 Deliberative Process (DP)

# Ex. 5 Deliberative Process (DP)

Wendy

Wendy L. Blake  
Associate General Counsel  
General Law Office  
Office of General Counsel  
U.S. Environmental Protection Agency  
phone: (202) 564-1821  
fax: (202) 564-5433

---

**From:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>  
**Sent:** Thursday, May 07, 2020 10:53 AM  
**To:** Packard, Elise <[Packard.Elise@epa.gov](mailto:Packard.Elise@epa.gov)>; Blake, Wendy <[Blake.Wendy@epa.gov](mailto:Blake.Wendy@epa.gov)>; Wells, Krysti <[Wells.Krysti@epa.gov](mailto:Wells.Krysti@epa.gov)>; Patterson, Nicole <[Patterson.Nicole@epa.gov](mailto:Patterson.Nicole@epa.gov)>  
**Cc:** Hitchens, Lynnann <[hitchens.lynnann@epa.gov](mailto:hitchens.lynnann@epa.gov)>  
**Subject:** Return Guidance - very close hold

HI Ladies,

Here is the version that went to the Administration yesterday for decisions.

**Ex. 5 Deliberative Process (DP)**

**Ex. 5 Deliberative Process (DP)**

Please let me know 1) if you have any legal concern and 2) is there anything we need to bargain

Thanks much

Message

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**From:** Robbins, Chris [Robbins.Chris@epa.gov]  
**Sent:** 6/1/2020 9:26:04 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**CC:** Orme-Zavaleta, Jennifer [Orme-Zavaleta.Jennifer@epa.gov]  
**Subject:** RE: 3 ORD sites new to Green

Sure – no problem.

Christopher S. Robbins  
Deputy Assistant Administrator for Management  
Office of Research and Development  
(919) 541-0605

Ex. 6 Personal Privacy (PP)

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**From:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Sent:** Monday, June 1, 2020 4:59 PM  
**To:** Robbins, Chris <Robbins.Chris@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Cc:** Orme-Zavaleta, Jennifer <Orme-Zavaleta.Jennifer@epa.gov>  
**Subject:** RE: 3 ORD sites new to Green

OK, thanks.

Ex. 5 Deliberative Process (DP)

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**From:** Robbins, Chris <Robbins.Chris@epa.gov>  
**Sent:** Monday, June 01, 2020 4:40 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Cc:** Orme-Zavaleta, Jennifer <Orme-Zavaleta.Jennifer@epa.gov>  
**Subject:** RE: 3 ORD sites new to Green

Hi Donna,

Of course!

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP) thx

Christopher S. Robbins  
Deputy Assistant Administrator for Management  
Office of Research and Development  
(919) 541-0605

Ex. 6 Personal Privacy (PP)

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**From:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Sent:** Monday, June 1, 2020 4:27 PM  
**To:** Robbins, Chris <Robbins.Chris@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Cc:** Orme-Zavaleta, Jennifer <Orme-Zavaleta.Jennifer@epa.gov>  
**Subject:** RE: 3 ORD sites new to Green

Chris, can we catch up on the timing of these facilities?

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**From:** Robbins, Chris <Robbins.Chris@epa.gov>  
**Sent:** Thursday, May 28, 2020 1:25 PM



**To:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>; Hitchens, Lynnann <[hitchens.lynnann@epa.gov](mailto:hitchens.lynnann@epa.gov)>

**Cc:** Orme-Zavaleta, Jennifer <[Orme-Zavaleta.Jennifer@epa.gov](mailto:Orme-Zavaleta.Jennifer@epa.gov)>

**Subject:** 3 ORD sites new to Green

Hi Donna and Lynnann,

Based on updated data we received a little while ago

**Ex. 5 Deliberative Process (DP)**

# Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Thanks!

Chris

Christopher S. Robbins

Deputy Assistant Administrator for Management

Office of Research and Development

(919) 541-0605

**Ex. 6 Personal Privacy (PP)**

Message

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**From:** Braxton, Marilyn [Braxton.Marilyn@epa.gov]  
**Sent:** 6/12/2020 1:23:19 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Subject:** RE: Headquarters Office Operations and Return to the Workplace Guidance - detrimental impact for compliance work is back in travel for phase 1

Will update

Regards!

Marilyn A. Braxton, OMS Chief of Staff  
202-564-8192

Ex. 6 Personal Privacy (PP)

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**From:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Sent:** Friday, June 12, 2020 9:22 AM  
**To:** Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Subject:** FW: Headquarters Office Operations and Return to the Workplace Guidance - detrimental impact for compliance work is back in travel for phase 1

We need to change the template

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**From:** Starfield, Lawrence <Starfield.Lawrence@epa.gov>  
**Sent:** Friday, June 12, 2020 9:04 AM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Cc:** Bloom, David <Bloom.David@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Hindin, David <Hindin.David@epa.gov>  
**Subject:** FW: Headquarters Office Operations and Return to the Workplace Guidance - detrimental impact for compliance work is back in travel for phase 1

Donna/Lynnann,

I'm glad to see that the HQ guidance is out – people will appreciate seeing that. Thank you for the good work.

# Ex. 5 Deliberative Process (DP)

# Ex. 5 Deliberative Process (DP)

Thanks.

Larry

**From:** MassMailer <massmailer@epa.gov>

**Sent:** Thursday, June 11, 2020 8:13 PM

**To:** MassMailer <massmailer@epa.gov>

**Subject:** Headquarters Office Operations and Return to the Workplace Guidance



Colleagues,

As indicated in the Administrator's message on [June 1, 2020](#), the Agency's plan to safely return to the office considers scientific data, state and local orders, and an evaluation of site-specific conditions. With communities expected to recover at different speeds, location-specific conditions are the driving decisions to ensure people are reoccupying our offices in a way that is safe while having the appropriate protective measures in place. I want to reiterate that our plan is to continue robust usage of unscheduled telework as we transition back to supporting in-office operations.

As mentioned in Administrator Wheeler's [mass mailer](#), our Agency experts in the Office of Research and Development (ORD) have been providing information on the status of each gating criterion in the commuting area surrounding our facility locations each week. The review of 14-day trend data this week showed that the National Capitol Region is meeting the gating criteria (see the attached chart demonstrating this trend downward). Also, as of Friday, May 29, 2020, [Washington, DC](#), lifted its stay-at-home order, and [Virginia](#) and [Maryland](#) have gradually progressed in their plans to reopen their states—moving into Phase 1 (for the Northern Virginia Region) and Phase 2, respectively. Therefore, the National Capital Region (i.e., headquarters) is moving forward to begin its plan to bring employees back to our offices at the Federal Triangle Complex, Ronald Reagan Building, and Potomac Yard Building according to the information outlined in the [EPA Return to the Workplace](#) document.

Our phased return to normal operations will happen gradually, beginning with a 7-day closure effective close of business on Monday, June 15, 2020. This closure, as outlined in the [EPA/CDC Cleaning and Disinfection Guidance](#), will render the virus inactive; and once we reopen, we will remain committed to keeping our facilities properly cleaned and sanitized. We are also working with GSA to ensure that our buildings are maintained by following CDC's guidance on optimum engineering controls for the building ventilation systems and [CDC Guidance for Building Water Systems](#).

I want to provide you with information on what to expect as we move through the gating phases. We are instituting new procedures outlined below during the first two phases as we slowly return to the office. We

are undertaking these measures in order to safeguard and prioritize the well-being of our employees. We believe that instituting CDC-recommended [social distancing](#) protocols, continuing to leverage telework and work schedule flexibilities, and tightly controlling access to EPA space will better protect our health and safety while ensuring that we are able to continue performing the important work of the Agency.

The Agency will continue to adjust and update its guidance, as appropriate, based on CDC recommendations as well as local guidance. Guidance on the new day-to-day procedures that will be in effect during Phase 1 and Phase 2 is provided below, as well as in the attached [HQ plan](#). This information will be updated as more detailed information becomes available. I also encourage you to keep checking the [EPA COVID-19 page](#) for links to resources and helpful tips for employees.

Maintaining the health and safety of our workforce while fulfilling our mission responsibilities is our top priority. We understand you may have questions about reopening. We will share more information as it becomes available. In the meantime, please talk to your supervisor if you have questions about your circumstances.

Thank you for your continued dedication to our mission. Stay safe and be well.

<b>Telework and Work Schedule Flexibilities</b>	<p><b>Phase 1</b> - We encourage all employees to use unscheduled telework and will continue to offer the expanded work hours and workweek flexibilities for those on Maxiflex or Flexitour schedules. Facilities will be open, and employees have the option to return to the workplace. Employees who the CDC identifies as being at <a href="#">higher risk</a> for severe illness from COVID-19 or pregnant women and those with household members in that population should continue to telework.</p> <p><b>Phase 2</b> - We will continue to encourage all employees to use unscheduled telework, notifying their supervisor if they choose to do so. Facilities will be open, and employees have the option to return to the workplace. Employees who the CDC identifies as being at <a href="#">higher risk</a> for severe illness from COVID-19, pregnant women, and those living with members that are part of these vulnerable populations should continue to telework. The expanded work hours and workweek flexibilities will continue to be available to those with dependent care issues and on a Maxiflex or Flexitour schedule. All other employees must return to normal work schedules.</p>
<b>Building Access</b>	<p>During Phase 1 and 2, facilities will be open, and employees have the option to return to the workplace. We ask that each employee who goes into the office self-screen by reviewing the <a href="#">self-assessment questionnaire</a> prior to leaving their residence, and to not enter the building if they answer yes to any of the listed questions. The following restrictions for entry and exit, along with security modifications will apply at Headquarters buildings:</p> <ul style="list-style-type: none"><li>• Entry and exit locations will be designated, and signage and markings on the floor will be posted in order to maximize social distancing.</li><li>• EPA entry security screening locations will include the main entrances of each of the four WJ Clinton Buildings (North, South, East and West), RRB entrance on the side with the turnstiles, and the main entrance of PY.</li></ul>

- Exit locations will include WJ Clinton West employee entrance/exit (opposite RRB), East employee entrance/exit (under the arch), the WJ Clinton courtyard entrances/exits, the WJ Clinton Pennsylvania Avenue entrance/exit, and RRB on the side opposite the turnstiles. The main entrance of PY will be marked with signage to create distinct entrance and exit areas.
- The center turnstiles will be closed at the four WJC main lobby locations to promote social distancing.
- In the event of an emergency, all building entrances and exits will be open and accessible for an exit.
- Plexiglass partitions are being procured and placed in front of all guard desks and screening entry points.
- Federal Protective Service Security Officers will follow the District of Columbia's Executive Order for returning to the workplace regarding wearing cloth face coverings. EPA employee IDs will not be touched upon entry at any HQ location and FPS Security Officers will not ask employees to remove cloth face coverings.
- Signage will be posted at all entry points to remind employees and visitors about the employee self-assessment tool before presenting identification and proceeding through security screening.

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<b>Local Orders (face coverings)</b>	<p>The Mayor of the District of Columbia has issued an <u>Order</u> requiring face coverings when in public, and <u>Virginia guidance</u> also requires face coverings where social distancing cannot be maintained. Therefore, face coverings must be worn when inside the WJ Clinton Buildings (North, South, East and West), RRB and PY where social distancing cannot be maintained. Employees must continue to wear a face covering when in a common area inside the building (e.g., pantries, restrooms, hallways, etc.). Those seeking services (e.g., badging, IT services) must wear a face covering at the time of service regardless of local or state orders. A cloth face covering is not required when an employee is working alone in a private office; however, a cloth face covering or mask may be required when an employee is seated at their cubicle or workstation, if social distancing cannot be maintained due to the workstation location. We will notify you if the local order changes.</p>
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<b>Social Distancing</b>	<p><u>Social distancing</u> guidelines will be implemented and maintained between people throughout the facility. Employees should not congregate in these areas, including but not limited to:</p> <ul style="list-style-type: none"> <li>▪ Entry and exit doors</li> <li>▪ Lobbies and foyers</li> <li>▪ Elevators and stairwells</li> <li>▪ Hallways and corridors</li> <li>▪ Restrooms</li> <li>▪ Pantries, kitchen and break areas</li> <li>▪ Photocopy and printer areas</li> <li>▪ Open floor environments (e.g., labs, warehouses, etc.)</li> </ul>
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Signage will be posted to notify staff of occupant limit, seating restrictions, or other restrictions throughout the facility. **Meeting Rooms:** Employees should use virtual meetings when possible. For in-person meetings, rooms

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will be labeled with a maximum capacity and used in accordance with social distancing best practices.

<b>Visitor Access to Buildings</b>	<b>Phase 1</b> - Facilities will be closed to visitors.  <b>Phase 2</b> - Facilities are open to visitors for mission-essential work purposes only.
<b>Work Travel</b>	<b>Phase 1</b> - Travel will be limited to essential travel. If an employee is required to travel to ensure compliance with environmental laws and regulations that, if not otherwise done, could result in a detrimental impact to public health and the environment. Travel must be approved by the Senior Resource Official, or designee, prior to entering the travel authorization into Concur.  <b>Phase 2</b> - Nonessential travel may resume with evaluation of state and local restrictions and requirements. As with all travel requests, supervisory approval is required.
<b>Contact Tracing</b>	Throughout all Phases, the Agency will utilize its <u>guidance</u> to notify and trace when an employee has tested positive for COVID-19.

Message

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**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 5/4/2020 9:01:20 PM  
**To:** Drake, Kerry [Drake.Kerry@epa.gov]  
**CC:** Jackson, Yvette [Jackson.Yvette@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]  
**Subject:** RE: Facility Reopening - need your assistance

Thank you

---

**From:** Drake, Kerry <Drake.Kerry@epa.gov>  
**Sent:** Monday, May 04, 2020 4:36 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Jackson, Yvette <Jackson.Yvette@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>  
**Subject:** RE: Facility Reopening - need your assistance

Hi Donna,

## Ex. 5 Deliberative Process (DP)

Thanks,  
Kerry J. Drake  
Director, Mission Support Division  
U.S. EPA, Region 9  
75 Hawthorne, MSD-1  
San Francisco, CA 94105  
Office: (415) 947-4157

Ex. 6 Personal Privacy (PP)

---

**From:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Sent:** Monday, May 4, 2020 11:55 AM  
**To:** Regional Mission Support Division - Directors <Regional.Mission.Support.Division.Directors@epa.gov>; Regional Mission Support Division - Deputy Directors <Regional.Mission.Support.Division.Deputy.Directors@epa.gov>  
**Cc:** Jackson, Yvette <Jackson.Yvette@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>  
**Subject:** Facility Reopening - need your assistance

Hi Everyone,

I need your help gathering some specific information on:

Ex. 5 Deliberative Process (DP)

## Ex. 5 Deliberative Process (DP)

thanks



Message

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**From:** Kamen, Mara [kamen.mara@epa.gov]  
**Sent:** 5/29/2020 8:03:57 PM  
**To:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Subject:** RE: file  
**Attachments:** FAQ on sharing data models.docx; Returning to the Workplace Helpful Hints.docx

Here are the files so you don't need to search. Both are on the Covid-19 Task Force teams Reopening workplace tab. Thanks.

---

**From:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Sent:** Friday, May 29, 2020 4:01 PM  
**To:** Kamen, Mara <kamen.mara@epa.gov>  
**Subject:** file

Mara – you posted a file somewhere in Teams on Social Distancing and some other items – I briefly looked at it yesterday, but now I can't find it. Could you point me in the direction of the file?

Lynnann Hitchens  
Acting Deputy Assistant Administrator for  
Administration and Resources Management  
Office of Mission Support  
US EPA  
P: 202-564-3184

Ex. 6 Personal Privacy (PP)

Message

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**From:** Kamen, Mara [kamen.mara@epa.gov]  
**Sent:** 6/5/2020 12:53:18 PM  
**To:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Subject:** RE: cloth face coverings

It's a mixed bag and depends on mission of subagencies and localities. There really isn't anything I can give you other than there is no blanket answer on this.

---

**From:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Sent:** Friday, June 5, 2020 8:43 AM  
**To:** Kamen, Mara <kamen.mara@epa.gov>  
**Subject:** cloth face coverings

Mara – in your review of other agencies reopening plans – do you have information about cloth face coverings? Who is requiring?

I was looking for a quick summary, I thought you had put something together. I need it for a summary document that I need to get to Doug today. Thanks

Lynnann Hitchens  
Acting Deputy Assistant Administrator for  
Administration and Resources Management  
Office of Mission Support  
US EPA

P: 202-564-3184

Ex. 6 Personal Privacy (PP)

Message

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**From:** Frye, Tony (Robert) [frye.robert@epa.gov]  
**Sent:** 5/15/2020 5:25:44 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]; Voyles, Travis [Voyles.Travis@epa.gov]  
**CC:** Benevento, Douglas [benevento.douglas@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Noga, Vaughn [Noga.Vaughn@EPA.GOV]  
**Subject:** RE: OMS Hearing information

Thanks Donna – Added binder doc to the update folder.

**Tony Frye**

Director of Senate Affairs  
Office of Congressional Affairs  
Environmental Protection Agency

Ex. 6 Personal Privacy (PP)

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**From:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Sent:** Friday, May 15, 2020 12:56 PM  
**To:** Frye, Tony (Robert) <frye.robert@epa.gov>; Voyles, Travis <Voyles.Travis@epa.gov>  
**Cc:** Benevento, Douglas <benevento.douglas@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>  
**Subject:** OMS Hearing information

Tony and Travis,

Here is the OMS information. We updated OMS 13 based on the meeting yesterday. The second document is talking points discussed at the meeting today. Also, Doug called after the meeting and asked for a few other points on reopening. They are in the second attachment.

Please let me know if you need anything else.

Best,  
Donna

Message

**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 5/20/2020 3:20:46 PM  
**To:** Kamen, Mara [kamen.mara@epa.gov]  
**CC:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Subject:** RE: CHCO response to NCA Return to Workplace

thanks

---

**From:** Kamen, Mara <kamen.mara@epa.gov>  
**Sent:** Wednesday, May 20, 2020 11:20 AM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Subject:** CHCO response to NCA Return to Workplace

Donna,

This is a very dynamic list. Even as I was consolidating, it changed! I expect a few more agencies to report back and at least one more expects to be updated this week. For now, this should give a good idea of the variations across the DC Metro area.

**May 20, 2020 – Plans for Reopening the National Capital Area Workplace**

Agency	Plan for Reopening the Workplace
Commerce	<h1>Ex. 5 Deliberative Process (DP)</h1>
Defense	
Education	
Homeland Security	
Interior	
Labor	
SBA	
Social Security	
USAID	

If you have questions or need further information, please feel free to contact me.

Mara  
Mara J. Kamen  
Director, Office of Human Resources  
Office of Mission Support  
US Environmental Protection Agency  
1200 Pennsylvania Ave. NW  
Washington DC 20460  
202.564.4606  
[kamen.mara@epa.gov](mailto:kamen.mara@epa.gov)



Message

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**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 6/12/2020 1:18:08 PM  
**To:** Starfield, Lawrence [Starfield.Lawrence@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**CC:** Bloom, David [Bloom.David@epa.gov]  
**Subject:** RE: Draft Employee Messaging Entering Phase 1

Thanks Adding Lynnann. She is point on the plan. We have said it is dynamic.

---

**From:** Starfield, Lawrence <Starfield.Lawrence@epa.gov>  
**Sent:** Friday, June 12, 2020 9:17 AM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Bloom, David <Bloom.David@epa.gov>  
**Subject:** FW: Draft Employee Messaging Entering Phase 1

Donna,

## Ex. 5 Deliberative Process (DP)

Larry

---

**From:** Bodine, Susan <bodine.susan@epa.gov>  
**Sent:** Wednesday, May 27, 2020 6:29 PM  
**To:** Starfield, Lawrence <Starfield.Lawrence@epa.gov>  
**Subject:** FW: Draft Employee Messaging Entering Phase 1

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**From:** Benevento, Douglas <benevento.douglas@epa.gov>  
**Sent:** Wednesday, May 27, 2020 6:26 PM  
**To:** Bodine, Susan <bodine.susan@epa.gov>  
**Subject:** RE: Draft Employee Messaging Entering Phase 1

No problem. I like your suggestion, I'll call Peter or we can talk about it on the call tomorrow. Thanks Susan.

---

**From:** Bodine, Susan <bodine.susan@epa.gov>  
**Sent:** Wednesday, May 27, 2020 6:25 PM  
**To:** Benevento, Douglas <benevento.douglas@epa.gov>  
**Subject:** RE: Draft Employee Messaging Entering Phase 1

## Ex. 5 Deliberative Process (DP)

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**From:** Benevento, Douglas <benevento.douglas@epa.gov>  
**Sent:** Wednesday, May 27, 2020 4:22 PM

**To:** Bodine, Susan <[bodine.susan@epa.gov](mailto:bodine.susan@epa.gov)>

**Subject:** RE: Draft Employee Messaging Entering Phase 1

# Ex. 5 Deliberative Process (DP)

**From:** Bodine, Susan <[bodine.susan@epa.gov](mailto:bodine.susan@epa.gov)>

**Sent:** Wednesday, May 27, 2020 3:56 PM

**To:** Benevento, Douglas <[benevento.douglas@epa.gov](mailto:benevento.douglas@epa.gov)>

**Subject:** FW: Draft Employee Messaging Entering Phase 1

**From Template:**

# Ex. 5 Deliberative Process (DP)

Message

**From:** Grantham, Nancy [Grantham.Nancy@epa.gov]  
**Sent:** 5/6/2020 3:32:12 PM  
**To:** Orme-Zavaleta, Jennifer [Orme-Zavaleta.Jennifer@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Subject:** FW: AWW talking points for all-hands OGC May 7

For the OGC employee meeting tomorrow —

**Ex. 5 Deliberative Process (DP)**

## Ex. 5 Deliberative Process (DP)

**From:** Goerke, Ariadne <Goerke.Ariadne@epa.gov>  
**Sent:** Wednesday, May 6, 2020 8:39 AM  
**To:** Murray, William <Murray.William@epa.gov>  
**Cc:** Schiermeyer, Corry <schiermeyer.corry@epa.gov>; Grantham, Nancy <Grantham.Nancy@epa.gov>  
**Subject:** RE: AWW talking points for all-hands OGC May 7

Hi Bill,

Matt is expecting the talking points that Doug did with other offices.

**Ex. 5 Deliberative Process (DP)**

## Ex. 5 Deliberative Process (DP)

Thank you,

Ariadne

Ariadne Goerke  
Acting Associate Deputy General Counsel  
U.S. Environmental Protection Agency  
202-564-5471 (office)  
Ex. 6 Personal Privacy (PP) (cell)

**From:** Murray, William <Murray.William@epa.gov>  
**Sent:** Wednesday, May 6, 2020 7:11 AM  
**To:** Goerke, Ariadne <Goerke.Ariadne@epa.gov>  
**Cc:** Schiermeyer, Corry <schiermeyer.corry@epa.gov>  
**Subject:** Re: AWW talking points for all-hands OGC May 7

This is the entire speech. He may include a few anecdotes about his past experiences but these aren't long comments.

Sent from my iPhone

On May 6, 2020, at 3:19 AM, Goerke, Ariadne <Goerke.Ariadne@epa.gov> wrote:

Hi Bill,



Thanks for sharing the OGC highlights and intro

Ex. 5 Deliberative Process (DP)

## Ex. 5 Deliberative Process (DP)

Ariadne

Ariadne Goerke  
Acting Associate Deputy General Counsel  
U.S. Environmental Protection Agency  
202-564-5471 (office)  

Ex. 6 Personal Privacy (PP)

 (cell)

---

**From:** Murray, William <[Murray.William@epa.gov](mailto:Murray.William@epa.gov)>

**Sent:** Tuesday, May 5, 2020 3:39 PM

**To:** Schiermeyer, Corry <[schiermeyer.corry@epa.gov](mailto:schiermeyer.corry@epa.gov)>; Goerke, Ariadne <[Goerke.Ariadne@epa.gov](mailto:Goerke.Ariadne@epa.gov)>

**Subject:** AWW talking points for all-hands OGC May 7

Getting this in the hopper a day early. Very few changes from original draft.

Message

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**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 7/15/2020 11:51:01 AM  
**To:** Szaro, Deb [Szaro.Deb@epa.gov]; Newton, Cheryl [Newton.Cheryl@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Kamen, Mara [kamen.mara@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Patterson, Nicole [Patterson.Nicole@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Shaw, Betsy [Shaw.Betsy@epa.gov]; Packard, Elise [Packard.Elise@epa.gov]  
**CC:** Braxton, Marilyn [Braxton.Marilyn@epa.gov]; Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]  
**Subject:** RE: Final Phase 3 Plan

Thanks Deb.

## Ex. 5 Deliberative Process (DP)

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**From:** Szaro, Deb <Szaro.Deb@epa.gov>  
**Sent:** Wednesday, July 15, 2020 7:47 AM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>; Newton, Cheryl <Newton.Cheryl@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Kamen, Mara <kamen.mara@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Patterson, Nicole <Patterson.Nicole@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Shaw, Betsy <Shaw.Betsy@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>  
**Cc:** Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>  
**Subject:** RE: Final Phase 3 Plan

## Ex. 5 Deliberative Process (DP)

# Ex. 5 Deliberative Process (DP)

**From:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>

**Sent:** Tuesday, July 14, 2020 6:34 PM

**To:** Szaro, Deb <[Szaro.Deb@epa.gov](mailto:Szaro.Deb@epa.gov)>; Newton, Cheryl <[Newton.Cheryl@epa.gov](mailto:Newton.Cheryl@epa.gov)>; Hitchens, Lynnann <[hitchens.lynnann@epa.gov](mailto:hitchens.lynnann@epa.gov)>; Kamen, Mara <[kamen.mara@epa.gov](mailto:kamen.mara@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Patterson, Nicole <[Patterson.Nicole@epa.gov](mailto:Patterson.Nicole@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Shaw, Betsy <[Shaw.Betsy@epa.gov](mailto:Shaw.Betsy@epa.gov)>; Packard, Elise <[Packard.Elise@epa.gov](mailto:Packard.Elise@epa.gov)>

**Cc:** Braxton, Marilyn <[Braxton.Marilyn@epa.gov](mailto:Braxton.Marilyn@epa.gov)>; Carter-Jenkins, Shakeba <[Carter-Jenkins.Shakeba@epa.gov](mailto:Carter-Jenkins.Shakeba@epa.gov)>

**Subject:** Final Phase 3 Plan

Hi Everyone,

Thanks again for all your help with this

**Ex. 5 Deliberative Process (DP)**

**Ex. 5 Deliberative Process (DP)**

The next thing we would like your help with

**Ex. 5 Deliberative Process (DP)**

# Ex. 5 Deliberative Process (DP)

Message

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**From:** Kamen, Mara [kamen.mara@epa.gov]  
**Sent:** 5/13/2020 6:18:02 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**CC:** Allen, Tania [Allen.Tania@epa.gov]; Datcher, Linda [Datcher.Linda@epa.gov]; DeBell, Kevin [debell.kevin@epa.gov]; Engebretson, Elizabeth [Engebretson.Lizabeth@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Hembrey, Cheri [Hembrey.Cheri@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Johnson, StacyD [Johnson.StacyD@epa.gov]; Jones, Rhonda [jones.rhonda@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]; Patterson, Nicole [Patterson.Nicole@epa.gov]; Ridings, Sharon [Ridings.Sharon@epa.gov]; Shepherd, Jackie [Shepherd.Jackie@epa.gov]; Wells, Krysti [Wells.Krysti@epa.gov]  
**Subject:** Notes from May 13, 2020 OPM Call

My notes from today's OPM call. Highlights indicate new areas of discussion or of interest to EPA.

Workers Comp related to Covid-19

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- **Ex. 5 Deliberative Process (DP)**
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Virtual Student Federal Service

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- **Ex. 5 Deliberative Process (DP)**
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OMB Updates

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- **Ex. 5 Deliberative Process (DP)**
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OPM Updates

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- **Ex. 5 Deliberative Process (DP)**
- 

Other questions

- 
- **Ex. 5 Deliberative Process (DP)**
-

# Ex. 5 Deliberative Process (DP)

If you have questions or need further information, please feel free to contact me.

Mara  
Mara J. Kamen  
Director, Office of Human Resources  
Office of Mission Support  
US Environmental Protection Agency  
1200 Pennsylvania Ave. NW  
Washington DC 20460  
202.564.4606  
[kamen.mara@epa.gov](mailto:kamen.mara@epa.gov)



Message

---

**From:** Johnson, Arthur [Johnson.Arthur@epa.gov]  
**Sent:** 5/4/2020 7:45:22 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**CC:** Jackson, Yvette [Jackson.Yvette@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]; Ottariano, Michael [Ottariano.Michael@epa.gov]; Weeks, Frederick [Weeks.Fred@epa.gov]; Hunter, Johanna [Hunter.Johanna@epa.gov]  
**Subject:** RE: Facility Reopening - need your assistance

Donna,

# Ex. 5 Deliberative Process (DP)

Let us know if you need additional information.

Thanks,  
Art Johnson  
Mission Support Division Director  
USEPA Region I  
5 Post Office Square (Mail Code: 05-1)  
Boston, MA 02109-3912  
W: 617-918-8301

Ex. 6 Personal Privacy (PP)

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**From:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Sent:** Monday, May 04, 2020 2:55 PM  
**To:** Regional Mission Support Division - Directors <Regional\_Mission\_Support\_Division\_Directors@epa.gov>; Regional Mission Support Division - Deputy Directors <Regional\_Mission\_Support\_Division\_Deputy\_Directors@epa.gov>  
**Cc:** Jackson, Yvette <Jackson.Yvette@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>  
**Subject:** Facility Reopening - need your assistance

Hi Everyone,

I need your help gathering some specific information on:

**Ex. 5 Deliberative Process (DP)**

# **Ex. 5 Deliberative Process (DP)**

thanks